

Catholic Charities



Diocese of Rochester

Director of Accounting Job Posting - January 2025

Catholic Charities of the Diocese of Rochester | Overview

Catholic Charities of the Diocese of Rochester was founded over a century ago to meet the needs of people experiencing poverty and has grown to become one of the largest human service providers in the region.

Catholic Charities serves people across the 12-county Rochester Diocese as a single corporation with six operating agencies focused on specific geographies or program activities.

With an annual budget of over \$110M, Catholic Charities of the Diocese of Rochester is one of the ten largest Catholic Charities organizations in the United States.

Catholic Charities Family and Community Services | Overview

Catholic Charities Family and Community Services (CCFCS) is the largest agency of Catholic Charities of the Diocese of Rochester, with an annual budget of \$63 million. The organization serves over 21,000 individuals annually throughout the Greater Rochester Area and the Finger Lakes Region.

Director of Accounting | Position Profile

Position Summary

Catholic Charities of the Diocese of Rochester seeks a mission-focused individual with a strong accounting and financial reporting background to serve as its Director of Accounting.

The Director of Accounting oversees activities related to budgeting, accounting and financial reporting.

This position will also provide financial leadership for Catholic Charities' largest agency, Catholic Charities Family and Community Services (CCFCS).

Essential Duties and Responsibilities

1. In conjunction with Chief Financial Officer, oversees personnel and systems who execute day-to-day accounting & financial reporting.
2. Oversees the timely preparation and distribution of all financial reports. Includes regulatory reporting, consolidated fiscal report, quarterly reports, budget reports, and the preparation and review of monthly and annual financial statements.

3. Coordinates the scheduling and completion of the independent audit for CCFCS as well as all other CCFCS related external financial reports.
4. Ensures the maintenance of financial records and accounting systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
5. Participates in the development of financial projections and analysis to support individual agency and CCDOR decision making.
6. Assists with the development, implementation and enforcement of financial policies, procedures, and internal controls. Guides adherence to best practice and drives related process changes and improvements.
7. Maintains effective working relationships with external parties and interfaces with regulatory agencies and other funders to resolve provider payment and financial reporting issues.
8. Provides financial leadership for Catholic Charities Family & Community services (CCFCS), the largest agency of Catholic Charities of the Diocese of Rochester. This includes the following:
 - The CCFCS monthly closing process and preparation of CCFCS financial reports for the President & CEO, their Finance Committee and their Board.
 - Analytical and strategic support to the CCFCS President & CEO and the CCFCS Leadership Team.
 - Oversees and provides leadership for CCFCS' annual operating and capital budgeting process.
 - Oversees the financial aspects of CCFCS' adult guardianship program.
 - Oversees the preparation and submission of vouchers to funders of programs at CCFCS.

Candidate Qualifications

Education/Certification

- Bachelor's degree in accounting, finance, business administration or similar field is required.
- Master's degree in accounting, finance, business administration or similar field is preferred.
- CPA is preferred.

Knowledge and Work Experience

- Ten or more years of progressive not-for-profit finance and accounting experience is required.
- Five or more years of manager or director level finance leadership experience is required.
- Must have the credibility to forge strong partnerships with senior leaders across the organization. Must have the ability to interact and build strong relationships at all levels of the organization.
- Must have a proven track record of leading projects and teams and managing multiple priorities.

Pay Range

We offer a competitive salary in the range of \$92,000 - \$138,000 per year, depending on experience.

Apply

Interested applicants should apply online on our careers page. Confidential inquiries and resumes may also be sent to Patrick Boyle, Chief People Officer at patrick.boyle@dor.org. A detailed position profile is available upon request.