



Director of Business Systems Finance and Accounting Services

Position Description:

Under the supervision of the Chief Financial Officer analyzes, defines, procures and implements systems and office procedures which will support Conference business activities and integrate the efforts of Accounting, IT, HR, General Services, Publishing and Catholic News Service. Analyzes the need for processes and systems, coordinates vendor selection, coordinates implementation with IT and staff, and trains staff on all accounting systems. Is primarily responsible for identifying opportunities to automate systems and reduce hardcopy accounting records for processing and retention. Designs and monitors hardcopy record keeping requirements. The Director promotes, and through system design, assists in, the implementation of the Bishops' strategic plan for the Conference and demonstrates shared Qualities of Effectiveness in all work interactions.

Requirements:

Level of Study: Bachelor's degree required; CPA license helpful

Major Field/Specialty: Accounting, information technology, systems and operations, business administration

Other Specialized Training:

- Familiarity with the Roman Catholic Church, its mission, organizational structure, goals, objectives, concerns and issues is necessary.
- Internal control framework understanding required.
- Efficient or lean systems management including such business Sigma Six or Total Production Systems.
- Systems implementation and integration necessary.
- Understanding of mainframe and network server capabilities, and integration with PC applications necessary.
- Strong oral and written communication skills.

Foreign Language Requirement: NONE

Type and Nature of Professional Experience (*Minimum 5-7 years*):

- Public accounting, with emphasis in auditing and financial statements
- Controllership experience desirable
- Familiarity with major accounting software systems required
- Ability to integrate ancillary systems, such as ABRA, Acumen, Gifts or similar systems in use
- Internal control design required
- System design and implementation
- Analytical review of financial performance
- Not-for-profit organization and national association management experience helpful