

Financial Planning Analyst Position

The Roman Catholic Diocese of Fall River is seeking a Financial Planning Analyst to assist in planning efforts for parishes, schools, and separately incorporated entities within the Diocese. The position will report to the Financial Planning Manager and will be located at the Chancery offices in Fall River.

Responsibilities (include but may not be limited to the following):

1. Perform financial reviews/audits of parishes, schools, and other diocesan ministries
2. Support financial planning processes at parishes, schools, and other diocesan ministries
3. Provide staff support to various diocesan councils, notably the Central School Board, Finance Subcommittee to the School Board, and the Diocesan Finance Council
4. Provide support on Chancery financial management, including Chancery budgets and forecasts
5. Work with prospective vendors on diocesan level purchasing programs, and assist various stakeholders, including pastors, principals, and other diocesan leaders to integrate units into bulk buying programs
6. Assist in evaluating request for pricing responses from prospective diocesan vendors
7. Provide support as needed to any external auditors
8. Assist in defining best practices and creating detailed procedures for parishes, schools, and other diocesan entities
9. Assist with ad hoc financial projects

Qualifications:

1. Bachelor's degree in accounting, finance, or management; masters preferred
2. Proficient with Quickbooks, Financial Edge, or similar accounting platforms
3. Strong communication/presentation skills and ability to work with a diverse range of associates
4. Strong Microsoft Office skills, particularly Excel, Word, and PowerPoint
5. Ability to travel to different locations throughout the Diocese of Fall River
6. Demonstrated awareness and support of the Catholic Church and its traditions
7. Self-motivated individual able to work as part of a team or independently as necessary
8. Flexible and able to respond to change, including shifting role as necessary in response to need

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager
E-mail: mbertoldi@dioc-fr.org; Confidential Fax: (508)689-7920;

Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.