

Senior Financial Analyst

The Chancery Office of the Diocese of Fall River (aka *Roman Catholic Bishop of Fall River*) is seeking to fill a Senior Financial Analyst to assist in planning efforts for parishes, schools and separately incorporated entities within the Diocese. The position will report to the Director of Finance and will be located at the Chancery offices at 450 Highland Avenue, Fall River MA. A prospective candidate should have a background in financial analysis and possess the skills necessary to communicate with senior positions within the Diocese.

Responsibilities include, but may not be limited to the following:

1. Support annual financial planning processes at parishes, schools, and other diocesan ministries within the Diocese, including:
 - a. Coordinating annual budget process for DFR schools; reviewing completed budgets; preparing templates for schools to use when creating annual budgets
 - b. Assist in the creation of an annual budget for the Catholic Schools Office (CSO)
 - c. Budget support for DFR ministries (upon request)
 - d. Budget support for DFR parishes (upon request)
2. Assist parishes and schools with *Quickbooks* questions; support conversions to QBO; coordinate training opportunities
3. Assist in defining best practices and creating detailed procedures for parishes, schools, and other diocesan entities
4. Project and manage cash flows for the Diocesan schools (working with the CSO)
5. Approve Diocesan School AP requests
6. Provide ad hoc support to various diocesan councils, notably the *Central School Board, Finance Subcommittee to the Central School Board, and Diocesan Finance Council*
7. Work with prospective vendors on diocesan level purchasing programs, and assist various stakeholders, including pastors, principals, and other diocesan leaders in joining bulk buying programs (energy, SOLAR, Amazon, etc.)
8. Assist in evaluating request for pricing responses from prospective diocesan vendors
9. Provide support as needed to any external auditors
10. Assist with ad hoc financial projects

Qualifications:

1. Bachelor's degree in accounting, finance, or management, with work experience in accounting and/or financial planning preferred
2. Strong Microsoft Office skills, particularly Excel, Word and PowerPoint
3. Proficient with QuickBooks
4. Strong communication/presentation skills and ability to work with a diverse range of associates
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 highly competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Jenn Oliveira, Human Resources Manager; Confidential
Fax: (508) 689-7920; Email: joliveira@dioc-fr.org ; Mail: Diocese of Fall River, 450 Highland Avenue,
Fall River, MA 02720

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