

**WANTED: A Director of Administration and Finance for  
the Roman Catholic Diocese of Saskatoon**

***A rewarding and meaningful permanent full-time position  
in Saskatoon, Saskatchewan:***

We are looking for a highly motivated, organized and detail-oriented individual who has their CPA designation and is interested in working in a faith-based Roman Catholic organization.



***About The Roman Catholic Diocese of Saskatoon:***

The Catholic Pastoral Centre is located at the Cathedral of the Holy Family, 123 Nelson Road, in Saskatoon and has some 35 employees serving the parishes and the people of the Roman Catholic Diocese of Saskatoon. The Catholic Pastoral Centre supports over 94 parishes that stretch across the central part of Saskatchewan.

***About The Position:***

The Director of Administration and Finance has a key leadership role, reporting directly to the Bishop and responsible for providing overall management and administrative oversight of seven (7) key functional service areas of:

- Financial Services;
- Human Resources;
- Communications;
- Information Technology;
- Building and Maintenance;
- Safeguarding; and
- Migration Services.

The position oversees 6 direct reports (approximately 12 employees) and manages a budget for the organization of approximately \$5 million annually. The Director of Administration and Finance is a visible representative of the diocesan Church and the Bishop of Saskatoon; therefore, it is required that the incumbent be a practising Catholic, registered in a Catholic parish, and is personally committed to the identity and mission of the Roman Catholic Diocese.

***Qualifications:***

- Bachelor's degree in Commerce or business-related field with a preference for an advanced degree in business administration; or an equivalent combination of education and experience.
- Chartered Professional Accountant designation (CPA) is required
- Chartered Professional in Human Resources (CPHR) is an asset
- 7 – 10 years of experience in financial, human resource and change management and experience coaching and leading employees
- Experience in IT and property/contract management is an asset

***How to Apply:***

To apply, please submit a cover letter and resume to Vicki Towriss at [vtowriss@rcdos.ca](mailto:vtowriss@rcdos.ca) by 4:30 p.m. Friday, December 3, 2021.

*See the Job Description for further information: [LINK to PDF.](#)*



**Position:** Director of Administration & Finance

**Reports To:** Bishop

**Created:** October 31, 2021

**Revisions:**

## Position Overview

The Director of Administration and Finance is a member of the Roman Catholic Diocese of Saskatoon (the Diocese) leadership team and reports directly to the Bishop. The position is responsible for providing overall strategic leadership to administrative & financial service areas including Financial Services, Human Resources, Communications, Safeguarding, Information Technology, Building Services and Maintenance, and Migration Services.

The Director of Finance component of the position is an ecclesiastical office pursuant to canons 145 to 147 of the Code of Canon Law. The position of Director of Finance is the office of Financial Administrator constituted in Canon 494.

The position is also a member of the Management Council at the Catholic Pastoral Center (CPC).

## Reporting Relationships

Reporting to the Bishop, the Director of Administration and Finance provides leadership, management and mentorship of the direct reports of: Finance Manager, Human Resources Manager, Communications Coordinator, Safeguarding Coordinator, Migration Office Coordinator and Information Technology Consultant.

The position has close working relationships with the Executive Assistant to the Bishop/Office Manager and the Building Manager of Cathedral of the Holy Family Parish.

## Position Summary by Areas of Responsibility

### 1. Diocesan Senior Leadership

- a. Contributes to the strategic and operational management and planning of the Diocese (policy development, strategic and operational planning, internal & external relations and fundraising).
- b. Ensures the Bishop is knowledgeable of all internal and external issues that may have a direct impact on the diocese's ability to fulfil its purpose and goals.

- c. Contributes to the creation of a culture at the CPC that characterized by mission focus, teamwork, transparency and employee engagement.
- d. Serves as privacy officer for the Diocese to ensure that activities undertaken by the Diocese are consistent with access and privacy legislation and provides oversight of all privacy related issues. Privacy issues relating to the Code of Canon Law matters fall within the responsibility of the Chancellor.

## **2. Administration & Financial Services Leadership – General**

With the support and in collaboration with his/her direct reports, the incumbent is

Responsible for finance, human resources, communications, safeguarding, information technology, facilities management, and refugee services, including any committees and projects in these areas.

- a. Provides strategic leadership and vision in the design, management and improvement of the administrative and financial services areas.
- b. Ensures that appropriate and satisfactory systems are in place for monitoring the Diocese's key performance objectives, budgets and plans.
- c. Provides leadership, mentorship, and support to the persons who are direct reports.
- d. Conducts regular learning development plans and performance reviews of the persons who are direct reports.

## **3. Financial Services – Specific**

Serves as Director of Finance and administers the Diocese's financial affairs under the authority of and reporting to the Bishop according to the provisions of the Code of Canon Law and diocesan policies. Provides leadership in effective management and stewardship of financial and accounting functions for the Diocese to ensure its long-term sustainability.

- a. Oversees the financial planning, cash management and forecasting of the Diocese.
- b. Ensures that the diocesan financial reports are timely and accurate and meet internal and external reporting requirements.
- c. Ensures that financial performance analyses (variance analysis to plan) are completed and communicated to senior leadership and to the diocesan finance council
- d. Provides other finance - related management reports as required by the Bishop's Delegates, Management Team and/or key stakeholders.
- e. Manages banking relationships, commitments and covenants, and directs treasury and investment functions.
- f. Leads the operational and capital budgeting process
- g. Develops, implements and monitors internal financing and accounting controls and processes.

- h. Coordinates, in conjunction with the finance manager, all audit activities and proper filings to ensure legal and regulatory compliance regarding all financial functions.
- i. With the diocesan finance council to develop short end, median fashion, and long-term financial plans and projections.
- j. Ensures the Diocese is up-to-date on all nonprofit audit best practices and provincial and federal law regarding nonprofit operations.

#### **4. Human Resources Services**

Oversees, working with the Human Resources Manager, the Diocese's human resources services including: establishment, interpretation, implementation and administration of diocesan personnel policies, and practices in the areas of compensation, benefits, performance management, talent acquisition and development, employee relations and Occupational Health and Safety.

- a. Oversees the development of, with input from the leadership team and diocesan personnel, personnel policies and procedures, communicates with staff and implements according to policy.
- b. Ensures that employee records relating to employment, including employment office and contracts, job descriptions and payroll and benefits administrator records are maintained.
- c. Ensures there is a leading practice performance management system in place and monitoring consistent in implementation.

#### **5. Communications**

Ensures, working with the Communications Coordinator, an effective communication services for the diocese.

- a. Provides guidance and feedback to the Communications Coordinator in the development and implementation of a communications strategy that supports the Diocese's purpose and objectives.

#### **6. Safeguarding**

Ensures, working with the Safeguarding Coordinator, an effective safeguarding function throughout the Diocese.

- a. Provides guidance and feedback to the Safeguarding Coordinator in the development, implementation and maintenance of a safeguarding program that supports the Clergy, staff & volunteers in ensuring the Church and parishes are safe places for everyone.

#### **7. Migration Office**

Ensures, working with the Coordinator of the Migration Office, an effective migration services office.

- a. Provides guidance and feedback to the Migration Office Coordinator in the development, implementation and maintenance and evaluation of a migrant services program that supports the Church's mission to co-sponsor individuals and families and deliver settlement and/or resettlement for a defined period of time
- b. Ensures oversight of financial resources and targeted funds required to support the Diocese's migration program and co-sponsorship of individuals and families.

## **8. Building Services**

Ensures, working in collaboration with the Cathedral of the Holy Family Parish Building Manager, that the facilities management concerns of the Catholic Pastoral Centre are met.

- a. Oversees the effective stewardship and management of the CPC's offices, equipment and supplies, including ensuring the appropriate OH&S needs are met for employees.

## **9. Information Technology Services**

Responsible for ensuring the technology vision, leadership and service to the diocese is provided to support the Diocese's purpose and goals.

- a. Ensures maximum long-term value from information technology through effective planning, people development, resource planning, vendor and partner management.
- b. Ensures the information systems used by the diocese are managed and maintained in a manner that maximizes availability and security.

## **10. Contract Management & Administrative Activities**

- a. Ensures the diocese has the appropriate contracts/agreements in place for the procurement of goods and services.
- b. Develops and/or secures and reviews contracts and agreements for goods and services required.
- c. Reviews draft and final requests for proposals/quotations and solicitations to identify provisions and clauses that have performance or financial risks and ensures that they are appropriately vetted, risk managed and planned for.

## **11. Other**

- a. As assigned by the Bishop, provides leadership and management to Diocesan projects.

## **Working Conditions**

The incumbent generally works in an office environment at a desk, using a computer.

The incumbent generally works regular office hours, however it is a fast-paced working environment with the need for flexibility to work evenings, and weekends.

Travel throughout the Diocese is required as well as occasional travel outside the Diocese. Personal automobile for local travel is required.

There may be stress associated with dealing with complex budgets and managing projects, meeting deadlines and the potential of shifting priorities.

## Job Qualifications:

**Education:** Bachelor's Degree in Commerce or a business - related field: advanced degree in Business Administration preferred.

**Licenses/ certifications:**

- Chartered Professional Accountants designation (CPA) is required.
- Chartered Professional in Human Resources (CPHR) designation is an asset.

**Experience:**

- (7-10 years) in financial management, human resource management and change management.
- Prior experience in leading and coaching a diverse group of employees is required.
- Experience in IT and property/contract management is an asset.

The Director of Administration and Finance is in a leadership role and is a visible representative of the diocesan Church and the Bishop of Saskatoon; therefore, it is required that the incumbent be a practicing Catholic, registered in a Catholic parish, and is personally committed to the identity and mission of the Roman Catholic Diocese. This position must fulfill all qualifications for ecclesiastical office stated in the Code of Canon Law.

## Key Skills and Behavioral Competencies

**Faith:** Supports and is personally committed to the identity and mission of the Roman Catholic Diocese and has an understanding of, and commitment to, the mission of the Catholic Church.

**Communication:** Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques in order to effectively understand, and adapting the communication to respond to the audience and situational requirements

**Personal Leadership:** Takes personal ownership, responsibility and pride for the quality and timeliness of work and achieves results. Displays commitment and dedication to the organization, stakeholders and colleagues and follows through on commitments.

**Interpersonal Relationships:** Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork and mutual support. Exhibits emotional and social intelligence.

**Planning and Organizing:** Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans, responding effectively in managing multiple priorities and responsibilities of the position in a timely way.

**Analytical Thinking/Problem Solving:** Applies logical reasoning when addressing problems or situations and considers key issues, evaluates possible approaches or solutions and determines the best option to apply to the situation.

**Learning:** Promotes a continuous improvement and learning environment.

**Adaptability/Flexibility:** Adapts and responds to changing conditions, priorities, technologies and requirements. A willingness to alter opinions when necessary and apply versatility in the face of change.

**Signatures**

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Most Reverend Mark A. Hagemoen  
Bishop of Saskatoon

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Date

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Employee Acknowledgement

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Date

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Human Resources

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Date