

Diocesan Finance Officer

Title

Diocesan Finance Officer

Location

The Pastoral Center, Prince Albert, Saskatchewan

Description

Education: Bachelor Degree in Finance, Accounting, Business Administration or a related field, Certified Professional Accountant (CPA)

Skills

Leadership and Communication

Strategic Planning

Auditing

Current Knowledge of Centralized Accounting and Payroll Systems

Overview

The Roman Catholic Diocese of Prince Albert, Saskatchewan, is recruiting for the position of Diocesan Finance Officer. We are situated in North Central Saskatchewan with communities spread over the prairies and the Lakelands.

The Diocesan Finance Officer is responsible for oversight of all financial, administrative and business affairs of the diocese. Provides strategic financial guidance and effective advisory support to the Bishop, and to the parishes of the diocese. The Diocesan Finance Officer ensures compliance with regulatory requirements of Federal and Provincial laws while fostering long-term financial sustainability of the diocese.

Duties and Responsibilities

- Ensure financial goals and objectives, including long-term planning are met in accordance with Canon Law, diocesan policies and procedures, and current legislation.
- Prepare the operating budgets for the diocese.
- Ensure preparation of monthly, quarterly and annual financial statements for distribution to stakeholders.
- Make financial recommendations to the Bishop and the Diocesan Finance Council.
- Establish, monitor and maintain internal controls, policies and procedures for accounting, finances, administration and payroll for all diocesan employees.
- Oversee required diocesan audit processes, internal audits, centralized accounting, policies, procedures and payroll system.
- Oversee external diocesan service contracts, risk management and insurance programs.
- Oversee diocesan cemeteries and be familiar with and respond to questions regarding the Provincial Cemetery Act and Regulations.
- Monitor all investments including acquisition and disposal of real property, stocks,

bonds and other financial instruments.

- Analyze financial information from parishes and offer strategic advice to the Bishop.
- Offer support and respond to inquiries from parishes employees regarding finance policies and procedures.
- Oversee diocesan properties including property management, and the sale of diocesan properties.
- Optimize spending and financial management of properties.
- Encourage and develop planned giving, seek grant opportunities and other sources of income for the diocese.
- Work collaboratively with diocesan staff, pastors and parish employees to assist and support their ministry.

Requirements

Qualifications

- Bachelor Degree in Finance, Accounting or Business Administration or Chartered Professional Accountant certification required.
- 5+ years in a senior accounting position.
- Experience in the not-for-profit sector is an asset.
- Superior knowledge of Canada Revenue Agency guidelines, accounting and payroll principles, practices.
- Proficient user of accounting (Sage) and MS Office software, expressly Excel.
- Proven leadership ability and vision with a commitment to the mission of the Roman Catholic Diocese of Prince Albert .
- Advanced analytical, negotiating and problem-solving skills.
- Strong organizational, administrative, interpersonal and management skills.
- Impeccable verbal and written communication skills.
- Exceptional attention to detail and high level of accuracy.
- High level of integrity, ethics and commitment to maintaining confidentiality of all diocesan information.
- Reference letter from Pastor is required

Start Date

12/01/2025

Salary

\$80,000 to \$120,000

Interested applicants are invited to submit a résumé and cover letter by November 14, 2025 to:

Contact Rev. Michael Fahlman

Phone: (306) 922 4747 ext 226

Fax: (306) 922 4754

email: chancellor@padiocese.ca

1415 4th Ave West, Prince Albert, SK., S6V 5H1

We reserve the right to shorten or extend the deadline for applications depending on interest. Please apply early to ensure your application will be considered.

We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.