

Cathedral of Mary Our Queen

Director of Financial Services

The Cathedral of Mary Our Queen is a Roman Catholic parish of 1,300 registered families located in north Baltimore. We are seeking an experienced Director of Financial Services with strong analytical skills to drive our organization's financial operations and improve financial performance. Your skills in sound financial planning coupled with your ability to direct financial assets will assist in implementing effective financial strategies, managing debt, improving revenue, and maintaining a healthy financial position.

The ideal candidate should possess strong analytical skills, good strategic thinking, excellent communication skills, exceptional numerical proficiency, strong leadership skills and a “roll up the sleeves” work ethic. The noteworthy Director of Financial Services should harmonize financial operations, develop effective financial strategies, guide efforts towards financial stability, monitor all financial activities, promote revenue growth, ensure compliance with accounting regulations, and maintain strong relationships with donors.

Duties and responsibilities:

- Complete daily accounting operations
- Supervise one staff member, and work collaboratively with a larger staff
- Oversee internal controls
- Set financial targets
- Support fundraising strategies
- Develop financial strategy
- Monitor expenditure and cash flow
- Evaluate investments
- Manage tax compliance

Qualifications:

- Bachelor Degree in Accounting; CPA preferred
- 5-10 years accounting experience, preferably with a non-profit
- Detail-oriented and strong communicator

This position is an exempt, benefit-eligible, full-time salaried position. This position reports to the Rector of the Cathedral.

Perks:

- Competitive salary
- 403B retirement savings plan
- Health care benefits
- Vacation and 13 paid holidays
- Mission-driven organization
- Fun, get-things-done work environment

Interested applicants should send a cover letter and resume to jobs@cmoq.org. No phone calls, please.

12/10/19