



Internal Audit Manager Job Description

Position: Internal Audit Manager

Reports to: Chief Financial Officer (CFO)

FSLA Status: Full time-Exempt

Purpose:

- The Archdiocese of San Francisco is seeking an Internal Audit Manager to do financial review of all parishes and schools, ensuring that each location is operating within the ADSF finance policies, are adhering to all procedural protocol and that proper financial controls are in place. The Internal Audit Manager will provide location administrators and finance council with a report on findings, make recommendations for correction and follow up to insure completion. This role requires travel within our 3 counties, collaborative relationship building, report writing and finance policy expertise.

Responsibilities:

- Perform financial control and compliance reviews of the 145+ parishes and schools of the Archdiocese of San Francisco
- Review, update and maintain the Parish and School Finance policy manual located on the Archdiocese of San Francisco website

Activities:

- Develop new or adjust current compliance review procedures used for parish and school reviews. Implement a risk based approach to financial reviews
- Perform review of each parish and school every three years. About 35 locations a year
- Review preliminary findings with Pastor, Principal and finance council
- Provide value to Pastors, Principals and Finance Council members with timely support
- Issue Letter of findings and recommendations report to the Pastor or Principal
- Follow-up with parishes and schools on completion of review recommendations
- Maintain and update Parish and School Finance Policy manual
- Provide updates and present to the Audit Committee of the Archdiocese

Qualifications and experience:

- Experience implementing and overseeing finance policies and controls
- Former Senior finance executive; CFO or Partner of a CPA firm
- Comfortable working independently and interacting with parish and school leadership
- Hands-on, individual contributor, can navigate through QuickBooks On-Line
- Knowledgeable of the workings and Mission of the Catholic Church
- Experience as member of a Parish Finance Council

Other:

- Available to visit Parishes and Schools
- Supports the CFO and Audit Committee of the Archdiocese of San Francisco

To Apply:

- Please submit cover letter, resume, completed application and any letters of recommendation or other documents to Christine Escobar, Human Resources Manager at the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or email at escobarc@sfarch.org

Statement of Non-Discrimination:

- *All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.*