

## Qualifications

- MBA with a Bachelor's degree in accounting and/or finance. CPA preferred.
- Minimum of 5 years experience in accounting and/or finance. 3 years experience as a treasurer of a religious institute preferred.
- Minimum of 5 years experience in administration, including 3 years of supervisory experience.
- Significant work experience with religious institutes/societies.
- Ability to research, synthesize and provide written communication to RCRI members on financial, accounting and management issues affecting religious institutes.
- Good interpersonal skills and the ability to work collaboratively with staff and members of RCRI.
- Excellent written and oral communication skills.
- Demonstrated proficiency in the use of word processing, spreadsheets and other computer applications.
- Experience with TRENDS preferred.



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## Contact

### ***Richard D. Sbarbaro, Chairman***

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For more information, please see the RCRI web site:

[www.trcri.org](http://www.trcri.org)

## EXECUTIVE SEARCH

Director,  
Administration  
and Finance

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## About RCRI

The Resource Center for Religious Institutes (RCRI) is a non-profit corporation which serves its members by providing or directing them to pertinent financial and legal resources.

RCRI members include leadership from Catholic religious institutes and societies of apostolic life, primarily from the United States, as well as civil attorneys, canonical experts and other professionals who work with institutes and societies.

*“RCRI serves to enhance the living of religious life by providing integrated education, advocacy, and consultation to meet current and emerging stewardship and responsibilities.”*

## Position

The Director of Administration and Finance reports to and assists the Executive Director by assuming responsibility for the consultation of its members, specific programs and services, managerial and administrative tasks, and events and projects in the areas of Administration and Finance.

## Responsibilities and Duties

Functions within the policies and procedures of RCRI.

1. Responds to requests for consultation in the areas of Administration, Finance and TRENDS:
  - Assigns consultants and prepares correspondence in relation to the assignments
  - Maintains files related to consultations
  - Recruits and plans the training of new consultants

2. Coordinates training programs:
    - Oversees the Administrative Assistant in arranging the annual Orientation to the Management of Religious Institutes seminar
  3. Assists the Executive Director in providing programs and services to the members of RCRI:
    - Assists with tasks related to the annual various RCRI conferences and seminars
    - Updates Taxes Notebook and edits quarterly newsletter
    - Writes articles for RCRI publications
    - Represents RCRI at meetings and functions and serves on task forces upon requests
    - Coordinates with NACPA the Religious Institutes Staff Compensation Survey
    - Presents workshops at National Conference and other seminars
    - Assists in and/or prepares articles for white papers and/or educational venues
    - Assists members in response to inquiries relating to financial management and administration
    - Promotes the efforts of regional groups of treasurers by maintaining relationships with CORT chairs and attending CORT meetings upon invitation
  4. Monitors discussion on RCRI Google Group and responds accordingly.
  5. Completes other tasks and responsibilities as directed by the Executive Director.
  6. Serves as finance coordinator for RCRI:
    - Provides one of the checks and balances of RCRI's services to the 3 other Cameron organizations by reconciling checking account statements of each organization on a monthly basis
    - Verifies general ledger entries for all Cameron Street organizations in preparation for audits and reviews
    - Oversees RCRI financial statements as primary contact with Business Manager for RCRI
    - Coordinates RCRI budget with input from Executive Director and Business Manager
    - Serves on Finance Committee of Board of Directors
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