



Catholic Community  
**FOUNDATION**  
OF MINNESOTA



# Senior Accountant

Interested candidates are encouraged to apply by mid-June for priority consideration. Position will be open until filled.

Application instructions can be found on the last page of this document.



# Overview

The Catholic Community Foundation of Minnesota (CCF) occupies a distinctive place at the intersection of faith and philanthropy. Guided by Catholic social teaching, CCF brings together donors, parishes, schools, and ministries to support financially the spiritual, educational, and social needs of our Catholic community.

Founded in 1992, CCF is a 501(c)(3) financial organization that stewards the financial gifts of individuals, families, parishes, and institutions. Through easy, convenient, and tax-efficient charitable funds, we help donors support the causes they care about, now and for generations to come.

CCF invests the funds in alignment with our Catholic faith. Then, we put those resources to work through grants and other charitable distributions. Most grants are donor-directed, recommended by individuals, families, or organizations through their donor advised funds, designated funds, and endowments. CCF also awards discretionary grants from both restricted and unrestricted funds entrusted to our stewardship.

We serve a wide range of nonprofit organizations, both Catholic and non-Catholic, whose work strengthens our communities. Every grant recipient is carefully reviewed for financial integrity, accountability, and consistency with Catholic social teaching.

Through the faith-filled generosity of our donors, CCF connects resources to real needs — supporting the mission of the Church and serving our neighbors.



# At-A-Glance

*\*As of June 30, 2025*



## ABOUT THE TEAM

- 22 Staff
- 27 Board Members

**4,600+**

Grants \*

**1,300+**

Funds Managed \*

**\$45M+**

Granted \*

**\$840M+**

In Assets

## MISSION

To support financially the spiritual, educational, and social needs of our Catholic community.

CCF serves generations of givers who invest in our community through CCF, and we continue to seek donors of all ages and backgrounds to be part of our decades-long mission. We consider this work to be a sacred journey in generosity because we accompany donors and partners in discerning the most impactful path forward.

## Working at CCF

Our work is mission-driven, relational, and rooted in our Catholic identity. We are a professional organization where thoughtful expertise, humility, accountability, and a genuine commitment to advancing the common good show up in all that we do. We seek to foster strong relationships with one another, our donors, and the broader Catholic community. Our team is guided by shared values of compassionate service, stewardship, Catholic identity, and collaboration — values that shape how we listen, make decisions, serve others, and work together. CCF offers a hybrid work environment, balancing focused remote work with in-person collaboration at our St. Paul office.

Join us on  
a sacred journey  
in generosity.



# Catholic Community Foundation of Minnesota

Senior Accountant

## About the Position

**Title**

Senior Accountant

**Office Location**

Saint Paul, MN / Hybrid

**Reports to**

Controller

**Job Type**

Full Time

## Position Description

The Senior Accountant will be engaged in multiple areas related to financial recording, reporting, and analysis. This position will work closely with the Fund Accounting Manager and Controller to ensure accurate recording and timely distribution of financial and donor statements/reports. Depending on experience, this position may potentially work with the VP of Finance and Administration in the areas of human resources, enterprise risk management, and financial analysis.

## Requirements

The successful candidate will have the following:

**Experience:** Four years' accounting or equivalent experience; non-profit and community foundation experience a plus.

**Education:** Bachelor's degree in accounting, finance, or business administration desired (CPA, MBA, or CMA a plus).

**Skills:** Strong technical accounting knowledge. Thorough understanding of automated financial and accounting systems, preferably foundation software. Working knowledge of donor advised funds, endowments, and trusts preferred. Good judgment with an aptitude to set priorities, analyze data, prepare conclusions, and handle multiple assignments with tight deadlines. Exceptional interpersonal and organizational skills. Excellent oral and written communication skills to effectively engage staff, volunteers, and stakeholders in Finance and Investment functions vital to CCF's success. Excellent Microsoft Excel skills and strong general Microsoft Office and SharePoint skills. Institutional investment experience a plus.

**Characteristics:** You are detail-oriented and enjoy analyzing data with a strong focus on accuracy and completeness. You are self-motivated and comfortable taking initiative. You enjoy a collaborative work environment and bring a developed sense of working successfully across departments. You desire a dynamic, fast-paced work setting, and bring an ability to gracefully receive direction and feedback. A commitment to the mission of CCF is also desired.

# Catholic Community Foundation of Minnesota

## Senior Accountant

### Responsibilities

As CCF's Senior Accountant, you will partner with the Controller to implement strategies to meet and manage the Foundation's financial goals and plans. You will collaborate with your fellow staff members on the Finance team and beyond to accomplish strategic goals and objectives.

Your responsibilities will be to:

- Coordinate with Development and Grants teams in the review, approval, and set-up of various funds.
- Facilitate the grant payment process working closely with Grants team to ensure grant recommendations are processed accurately and timely.
- Deposit checks and cash received into appropriate bank account, post all financial transactions to general ledger, and ensure gift records match bank records.
- Prepare various investment reconciliations and reports including donor/agency statements.
- Assist with the recording and maintenance of accounting information for the Foundation, coordinate all period-end close processes (month, quarter, and year), and ensure the accuracy, timeliness, and clarity of financial statements and supporting schedules.
- Participate with Finance Team in preparing and analyzing budget and external audit/tax workpapers and reports.
- Benchmark Foundation financial activities, creating financial reports/charts both one-time and historical.
- Proactively work with staff to develop more efficient procedures and recommend workflow enhancements.
- Collaborate and support other departments in their organizational goals, objectives, and reporting.
- Other special projects and duties, including providing backup for other Finance staff, as requested.

### Compensation

The salary range for this position is: \$85,000 – \$95,000, commensurate with experience and qualifications.

CCF offers a comprehensive benefits package, including 403(b) retirement plan with employer match and discretionary contributions; employer-subsidized medical, dental, and disability coverage; fully-paid life insurance and access to additional voluntary benefits; generous paid time off plus 11 paid holidays; flexible spending accounts, Calm app access, and summer Fridays.

### To Apply

Please send cover letter, resume, and references to Kyle Finn at [finnk@ccf-mn.org](mailto:finnk@ccf-mn.org).

If you require an alternative application format or assistance completing the application, please call Kyle at 651-389-0300. We are happy to work with you.

*The Catholic Community Foundation of Minnesota is an equal opportunity employer.*