

<b>Position Title</b>	Financial Controller
<b>Position Reports to:</b>	Executive Pastor
<b>Department:</b>	Pastor Leadership Team
<b>Schedule (may vary):</b>	Weekdays, typically 50 hours per week
<b>Salary:</b>	90k - 100k DOE - Exempt Position, Full-time benefits

**Job Summary**

This is a hands-on Controller position that is responsible for overseeing all accounting operations, financial reporting, budgeting, and maintaining internal control processes. This role ensures the accuracy of financial records and compliance with regulations such as Generally Accepted Accounting Principles (GAAP) and supports strategic financial planning for the church. Controller works closely with executive leadership, and ministry leaders to support financial planning and decision-making to maintain financial health and operational efficiency.

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**Key Responsibilities**

- **Oversee Accounting Operations**
  - Manage day-day accounting operations including general ledger, accounts payable, contributions, payroll, and tax reporting.
  - Supervise and mentor accounting staff, ensure accurate reporting.
  - Approves all expenses for payment processing
- **Financial Reporting**
  - Prepare monthly, quarterly, and annual financial statements.
  - Ensure reports comply with accounting standards (GAAP or IFRS)
- **Budgeting & Forecasting**
  - Develop and monitor company budgets.
  - Provide monthly, quarterly budget variance reports.
  - Provide financial forecasts and variance analysis.
- **Internal Controls & Compliance**
  - Establish and maintain internal financial controls.
  - Ensure compliance with laws, regulations, and company policies.
- **Audit Coordination**
  - Coordinate internal and external audits.

- Prepare documentation and address audit findings.
- **Cash Flow Management**
  - Monitor cash flow and liquidity.
  - Manage banking relationships and financial transactions.
  - Manage investments.
- **Strategic Support**
  - Provide financial insights to executives.
  - Assist with financial planning, risk management, and cost control.
- **Human Resources**
  - Manage & oversee HR responsibilities
  - New hires & terminations
  - Payroll changes
  - Responsible for employee handbook, ensure employees follow church policies.
  - Administers all benefits, benefit training and renewals.
  - Creates, administers, and tracks all mandatory training.
  - Maintains HR records, files, and reports.

### **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field.
- 7-10 years of progressive accounting or finance experience.
- Previous leadership or supervisory experience in an accounting department.
- Knowledge of Fund accounting
- Strong knowledge of accounting software and financial systems.

### **Required Skills**

- Financial reporting and analysis
- Budgeting and forecasting
- Leadership and team management
- Strong knowledge of accounting regulations
- Advanced Excel and financial systems expertise