

Controller

(Full-time, Exempt)

INCUMBENT:

SUPERVISOR: Chief Financial Officer

PURPOSE: The purpose of this position is to provide accurate monthly financial statements and departmental reports, supervises and oversees payroll, accounts receivable, accounts payable, fixed assets, and the general ledger for all databases.

CONTEXT: This position is an extension of the Bishop's Ministry. The incumbent must have a willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

MAJOR RESPONSIBILITIES:

1. Oversees the implementation of all Accounting software programs for each database the Roman Catholic Bishop maintains. Incumbent serves as primary troubleshooter to resolve any software problems.
2. Manages general ledger. Incumbent assures AR/AP module ties to General Ledger, and that assets and liabilities are in balance. Assures income and expenses are recorded correctly.
3. Responsible for timely completion of payroll and all payroll related filings.
4. Supervises Staff. Incumbent provides ongoing direction, support, evaluation and as necessary termination.
5. Prepares monthly financial reports. This includes the statement of activity, balance sheet, and departmental reports.
6. Coordinates annual Chancery audit. Incumbent assures all necessary reports, analysis, and information is provided to auditors on a timely basis.
7. Maintains all bank reconciliations. Incumbent completes reconciliations on a monthly basis for various cash accounts and investments.

8. Completes all journal entries. Incumbent records all general ledger journals that are outside of AR/AP modules.
9. Manually journalizes all investment activity and assures all investment statements are filed.
10. Completes miscellaneous projects as assigned.
11. Assists in the preparation of the annual office budgets and monitors approved budgets on a monthly basis.
12. Oversees the completion of certificates of insurance and special events insurance requirements.
13. Assures all government-required tax and other filings are completed in a timely and appropriate manner.
14. Fields questions from the parishes, schools and the other entities within the Diocese of Stockton.

QUALIFICATIONS:

1. Bachelors' Degree in Accounting, Finance or related field.
2. 5 years demonstrated successful work experience in managing financial systems, and preparing monthly reports, preferably in a nonprofit environment.
3. Ability to manage multiple tasks.
4. Demonstrated competence using accounting software programs.
5. Ability to maintain confidentiality.

APPROVED:

Incumbent:_____

Date:_____

Supervisor:_____

Date:_____

Human Resources:_____

Date:_____