



To support the ministry of the congregation by providing oversight and checks and balances of the financial health and processes of the Church. The controller supervises the Director of Finance, and ensures timely and accurate delivery of financial reporting, effective financial processes, and develops solid accounting systems, internal controls and financial stewardship.

Reports To: Senior Minister

Supervises: Director of Finance

Responsibilities

- Establish, monitor, and maintain controls to adequately safeguard the assets, identify potential risks and maintain stewardship accountability.
- Supervise the Director of Finance
- Ensure annual budget procedures and ongoing financial operations of the church are effective, including the annual audit.
 - Maintain and ensure the financial policies and procedures are followed; recommend changes to the Senior Minister.
 - Review & approve budget proposals for the Senior Minister and the Finance Committee of the Board.
 - Maintain internal controls, and provide oversight of accounting and payroll processes.
 - Provide management with a timely monthly, quarterly, and annual financial report review and analysis of the church's financial status and progress.
 - Weekly review/approve expenditures before checks are released.
 - Work with the Director of Finance and the Finance Committee to oversee the completion of the annual audit and any recommendations from the outside auditor.
 - Attends finance committee and endowment meetings as scheduled.
- Work with the Director of Finance and Endowment Trustees to manage bequests and grants. Assist the Trustees in selecting a fund manager every three years, and monitor investment performance. Effectively communicate the health of the fund to the congregation through annual reports and other mechanisms.
- Work with the Stewardship Ministry Team to create a healthy year-round stewardship of resources and an annual stewardship campaign.
- Identify areas of improvements or concerns in the financial management of the Church.
- Manage special projects as needed.

Skills/Talents Needed

- Solid financial and business acumen, with a thorough knowledge of accounting principles and practices
- Experience with budgets, forecasting and variance analysis; ability to accurately and efficiently analyze data
- Ability to work autonomously and exercise sound judgement to further the mission of the church
- Knowledge of Quickbooks, Microsoft Office Suite and Windows 10 operating system (Spreadsheets, mail merge, create and maintain distribution lists and correspondence). Experience with Google calendar, docs and sheets preferred.
- The ideal candidate will have strong leadership, collaboration and teamwork skills, ability to multitask, prioritize, problem solve, is attentive to detail, and have effective verbal and written communication skills

Preferred Qualifications, Education and Experience

- Bachelor's degree in accounting or related field is required; Masters/CPA certification preferred
- Proven experience as a controller, accountant or relevant position
- Supervisory experience
- Working understanding of not-for-profit or congregation and/or volunteer-dependent organizations
- Understanding and values alignment with the mission of the church

Hours: Part time remote, flexible schedule, estimated 20-25 hours/month, with ability to be onsite weekly, and as needed for meetings

Compensation: Salary is competitive and commensurate with experience and education. Will consider hourly rate or salary.

To apply, email resume, cover letter & salary requirements to Michelle Herman, michelleh@cccckc.org.