

Employer: Church Universal and Triumphant
Group: Administration
Team: Accounting

JOB TITLE: CONTROLLER
Reports to: President
Job Status: Full-time, exempt, and salaried
Salary Range: Salary dependent upon experience

Benefits: Eligibility for the employee Health Plan, life insurance, paid time off and holidays, and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Presidents Day, Thanksgiving and the day after, Christmas Day and two personal holidays

SUMMARY

The Controller provides both operational and programmatic support to the organization. The Controller leads the Accounting Team, reports to President, and works directly with the Executive Team. This work includes strategic planning, financial management of the organization, budgeting, cost/benefit analysis, forecasting, evaluation of new funding, production of financial statements and management reports. Primary day-to-day responsibilities include planning, implementing and controlling all financial-related activities of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and oversees all aspects of the finance and accounting functions of the organization.
- Provides leadership and development for the continuous evaluation of short and long-term strategic financial objectives.
- Communicates to the Board of Directors on a quarterly basis and prepares yearly mission fulfillment budget and P&L's for Board approval.
- Provides advice to executives and managers on the financial implications of business plans and activities.
- Provides timely and accurate analysis of budgets, financial trends and forecasts.
- Ensures that effective internal controls are in place and ensures compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Formulates, communicates, and enforces financial policies and procedures for the organization.
- Oversees the production of monthly reports including reconciliations, as well as financial statements and cash flow projections for use by management and Board of Directors.
- Oversees accounting system and adjusts it to ensure accurate presentation of financial results and achievement of financial objectives.
- Facilitates streamlining, automating and outsourcing of repetitive data entry tasks to ensure accurate, timely posting of accounting data to the general ledger.

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- Evaluates and advises on the impact of long-range planning, introduction of new programs/ strategies and regulatory action.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Communicates effectively in both written and verbal form and is able to explain technical accounting and financial matters in a way that is understandable to all.
- Recognizes and responds to the needs of all clients of the organization, including donors, the Board of Directors, local boards, volunteers, and employees.
- Creates and assesses financial statements and budget documents.
- Understands not-for-profit accounting practices.
- Leads Accounting employees effectively, including goal setting and performance reviews.
- Adept with Microsoft Excel, Word and PowerPoint.
- Learns new software programs quickly.
- Experienced user of Enterprise Resource Planning (ERP) accounting software, specifically Microsoft Dynamics GP and/or Microsoft Dynamics 365 Finance & Operations.
- Fosters and cultivates business opportunities and partnerships.

Education and Work Experience

Education in Accounting, Finance, or related technical field.

Work experience in Accounting or Finance.