

Controller

Job Position Description

GENERAL DESCRIPTION

The Controller is the accountant and financial team leader for College Park Church. This person is responsible to provide excellent finance process and service in management of effective and efficient financial controls; financial systems reporting for Elders, staff and congregational review; staff one-on-one and ministry team financial coaching; monthly and year end closings; governmental and external quality audit requirements; budget development and approval; effective and emerging means of generous giving; accounts payable; actual performance to plan and variance assessment; setting up various local and global initiatives; and best practice development.

This position works in an environment where team skills, confidentiality, accuracy, the ability to understand big picture objectives and competency in summarizing and communicating pertinent detailed information is required. This person works closely with Pastors and ministry leaders, external ministry partners, individuals giving to the church, external auditors and governmental agencies. This person is part of the operational leadership team and will provide direct finance staff oversight (vision alignment, hire/fire recommendations, etc). This person reports directly to the Executive Pastor of Operations.

PERSONAL QUALIFICATIONS

Education and Experience

- A minimum B.A. in a related field
- CPA preferred
- Minimum 5 years of hands-on experience (not-for-profit accounting experience is a plus)
- Demonstrated and proven accounting and team leadership skills in a fast-paced, multi-faceted environment

Spiritual Development

- Demonstrates a stable, mature Christian walk
- Exhibits the fruit of the spirit mentioned in Galatians 5:22-23
- Lives a commitment to prayer and the Word
- College Park Church membership required at time of employment

Ethic and Calling

- Exhibits honesty, discretion, humility, is trustworthy, and is a servant leader
- Has a healthy balance between ministry and family life
- Passionate about the vision and mission of College Park Church
- Calling to serve on a vocational ministry team

Skill Sets

- Able to understand organizational priorities and provide guidance in achieving objectives
- Consistently review, assess, critique and present detailed and summary data in a timely and understandable format
- Capable of handling conflict and circumstances with much wisdom, maturity, and discernment
- Able to teach and coach both financial and relational matters in a winsome manner
- Has well-developed interpersonal skills
- Is able to prioritize and balance competing requests and follow up appropriately

SPECIFIC RESPONSIBILITIES

1. Finance Team Leader

- Collaborate with the ministry team to creatively and appropriately achieve ministry objectives
- Lead in ongoing staff understanding and implementation of accounting best practices
- Direct leadership for the annual zero based budget development, review and approval process
- Provide oversight to finance staff including regular 1 on 1 and team coaching, goal setting and evaluations

2. Closing, Controls, Audit and Regulatory

- Assure compliance with all generally accepted accounting procedures
- Manage IRS and other governmental code requirements and correspondence
- Complete month-end and year-end closure accounting activities
- Lead the preparation and successful completion of annual external financial audit

3. Church body, ministry partners and supplier partners

- Provide confidential and accurate advice, feedback and/or referral regarding financial matters
- Assure various methods of gift contributions are clear, discrete and secure
- Discretely engage with donors to effectively support giving wishes
- Oversee accounts payables are fulfilled in a consistent and timely manner
- Manage approved fund transfers to various local and global ministry partners
- Lead regular review of compensation structure, actual vs expected and variance to regional and national comparatives.

4. Reporting

- Deliver to staff leadership as requested budget, actual to plan, project and critical issues assessments
- Oversee creation and delivery of clear and accurate contribution statements to all contributors
- Develop and effectively communicate annual budget, actual to plan, annual year-end report and mid-year updates for congregation, Elder Council and external auditor review

PERFORMANCE MEASUREMENT

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Director of Operations and in harmony with the church's mission, cultural principles, and annual leadership priorities. Typical objectives would be:

- Monthly and year end spending at or below plan
- Annual budget developed which fully reflect and support ministry objectives and is encouraging and clearly supportive of ministry leadership
- Annual third-party financial audit results which shows consistent and growing financial systems competency
- Internal and comparative financial measures which reflect increasing effectiveness and efficiency of ministry and operational expenditure

This document will be the primary basis of future performance reviews.