



Financial Controller Job Description

August 23, 2021

JOB TITLE: Financial Controller

JOB CLASSIFICATION: Part-Time

JOB PAY CLASSIFICATION: Hourly / Non-Exempt

JOB REPORTING: Director of Operations

JOB SUMMARY: The Financial Controller will be responsible for the coordination, administration, and controls of financial operations. Performs analysis to support strategic decision-making and provides other reports required by governmental regulations. Reviews, analyzes, and interprets financial and budgetary reports. Directs all aspects of accounting operations and the preparation of annual financial forecasts. Oversees the development of financial accounting systems, policies, and reporting requirements. Selects, supervises, develops, and evaluates personnel to ensure the efficient operation of the function.

HOURS & OFFICE TIME: This is a part-time, hourly position of 15-20 hours a week with one day spent in the office and other hours in flexible working locations.

RESPONSIBILITIES:

- Provides leadership, direction, and supervision to general accounting and cost accounting.
- Provides monthly, quarterly, and year-end closings in preparation of related internal and external financial statements with supporting schedules.
- Monitors the financial performance of the church in relation to approved budgets, standards, and targets; reviews financial and statistical information.
- Utilizes timely, accurate, and consistent information to make strategic operating decisions.
- Provides Year-End Audit and coordination with external auditors (when applicable).
- Maintains records and reports for all purposes including statutory and compliance matters.
- Maintains and manages accounts and records on all church assets and transactions utilizing the current accounting and reporting systems.
- Manages accounting policies and procedures and provides effective financial controls.
- Monitors current accounting pronouncements, trends, and practices and recommends policy relative to these changes in the legal/regulatory environment.



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- Evaluates the accounting systems and reporting function to drive upgrades and improvements.
- Perform other duties as assigned.

QUALIFICATIONS/ SKILLS/ATTRIBUTES:

- Christ Follower
- Bachelor degree in Accounting or related field. CPA preferred.
- Minimum 10 years' accounting experience in private industry (prefer minimum 2 years public accounting), strong proficiency in Excel and QuickBooks.
- Proven abilities in corporate finances, accounting, and payroll related costs (nonprofit preferred).
- Strong technical/analytical and accounting skills.
- Exhibits integrity, professionalism, conscientious work ethic, and accountability.
- Able to exercise discernment and wise judgement.
- Strong attention to detail and an eye for excellence.
- Ability to work independently (self-starter).
- Ability to work effectively with pastors, staff, leaders, and all levels of other departments.
- Knowledge and experience with state and federal employment law preferred.
- Excellent verbal and written communication skills.
- Maintain confidentiality of proprietary, confidential, and sensitive information, documents, and data concerning Life Church, its pastors, staff, leaders, partners, and attenders.

RELATIONSHIPS:

- Reports to the Director of Operations (Executive Team).
- Supervises the Bookeeper.
- Works in conjunction with the Treasurer and Finance Team.
- Working relationships with the church staff, vendors, contractors, insurance agents and local and state government.

PERSONAL EXPECTATIONS:

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Life Church.



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- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Be loyal to the purpose, vision, beliefs, values, and staff of Life Church.
- Live by the Life Church Relational Values, demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers, and always protect the unity of the church.
- Take Fridays off (unless there is a ministry function that requires your participation).
- Give at least 10% of your income to the mission of Life Church.