



COMMUNITY  
PRESBYTERIAN CHURCH

## **JOB DESCRIPTION**

Title/Position: Controller  
Department: Strategy & Operations  
Team Leader: Steve Fisher

### **General Description**

The Controller is CPC's financial leader and is responsible for all financial activities supporting CPC related organizations (the church, two schools, counseling center and PMC Foundation). The leadership role includes managing an accounting team, partnering with church and school leaders, working with third-party vendors and responding to customer (staff, parents, congregation members, etc.) questions and requests. The financial responsibilities include oversight of all accounting, A/P, A/R, payroll, treasury and regulatory recording and reporting activities. Furthermore, leadership regarding operational internal controls, management budgeting & reporting, employee benefits, insurance and the annual financial audit.

### **Specific Responsibilities**

- Lead accounting team
  - Hire, train, manage a team of 4 to 5 professionals
  - Establish major responsibilities & objectives, create individual development plans and deliver annual reviews
  - Create culture of trust, team, innovation and fun – CPC core values
  - Monitor work load allocation across accounting team
- Lead financial recording and reporting activities & processes
  - Manage all GL activities including recording, reconciling and closing activities
  - Ensure all activities are completed accurately and timely with appropriate documentation
  - Establish repeatable processes with appropriate internal controls
  - Oversee annual audit process and address recommendations
- Lead transactional accounting processes
  - Oversee cash receipts, A/P, A/R, payroll, credit card and donation processes
  - Ensure internal controls are in place, monitor and address identified issues



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- Manage employee total compensation activities and reporting processes
  - Monitor payroll processes for policy compliance, reporting accuracy and timeliness
  - Monitor and analyze benefit programs (medical, vacation, 403b, etc.) for policy compliance and costs
- Manage operational budget processes
  - Manage operating & capital budget development, approval, reporting and monitoring
  - Train organization and address budget/reporting issues during the year
- Manage process improvement projects
  - Identify process opportunities and introduce best practices
  - Lead improvement projects
  - Lead payroll, general ledger and document scanning process and system implementation initiatives
- Provide accounting customer service to the organization
  - Support monthly Admin Committee meetings
  - Respond to staff, parents, congregation members, etc. questions and requests

### **Qualifications**

- Five to ten years of proven accounting leadership experience
- Bachelor degree in accounting/finance
- Active CPA preferred
- Managing department and 3<sup>rd</sup> party vendors
- Problem solving – data collecting, analyzing, recommending skills
- Influencing – listening, hearing, and communicating skills
- Executing – planning, organizing, and reviewing skills
- Relational customer service – meeting expectations across all organization levels

### **Terms of Employment**

- 40 hours/week
- Salary range TBD
- Benefits: Medical, dental, vision, vacation, paid holidays, retirement program, short and long-term disability