



## **Controller**

This position develops and oversees implementation, maintenance and monitoring of the accounting system, including general ledger through audited financial statements, internal controls, accounts receivable/payable, fixed assets, restricted funds, deposits and loans and payroll. This role supervises the accounting team and provides oversight to all accounting practices and reporting. The Controller is an integral part of the team that oversees the budget of the Chancery as well as provides support to diocesan entities.

**Title:** Controller

**Reporting to:** Chief Financial Officer

**Supervisory Responsibilities:** Accounting Team

**Budget Administered:** \$3 million

**Flow Through Controlled/Monitored:** \$14 million

**Status:** Exempt

**Hours/Schedule:** Full-time; 40 hours/week M-F 8:30am-5:30pm on-site

### **Essential Functions**

1. Recruits, trains, supervises, manages, and evaluates Accounting Department staff.
2. Responsible for oversight of diocesan accounting systems from general ledger through financial statements.
3. Provides accounting services, including financial statements and audit preparation for Chancery Administration and for the Catholic Community Foundation (CCF).
4. Prepares preliminary through final budget and relies on feedback from Budget Committee with development, implementation, and maintenance of diocese budget.
5. Prepares budget variance report for chancery and ministries, report to Budget Committee.
6. Analyzes accounting data and recommend procedure improvements.
7. Coordinates and facilitate annual audit process, coordinating with an independent CPA firm.
8. Monitors internal control procedures to adhere to auditor recommendations.
9. Assists Audit Committee as needed.
10. Coordinates and participates in parish/school/department on-site, in-person internal control reviews on a three-year rotation or as needed.

11. Develops/controls and manages billing processes for services to all parishes and schools managed by Chancery including insurance (liability, workers comp, property, etc.), parish assessments, stipends, payroll, frozen lay pension including 403b accounts, priests' pension, etc.
12. Manages and provides oversight of IBS payroll system and implementing of necessary adjustments based on legal requirements, compliance and changes to system needs as necessary. Primary point of contact for IBS.
13. Takes lead in identifying and implementing electronic payment solution for Chancery including getting electronic payments from entities.
14. Participates in developing scanning, document retention strategy to move from paper to electronic storage while maintaining internal controls.
15. Participates in site reviews/audits and advances entity review program by including member(s) of the audit committee.
16. Develops processes to periodically review parish/school results on QuickBooks.
17. Develops strategy to automate parish and school financial reporting.
18. Prepares agenda, and summary reports package as needed, for Finance Council meetings.
19. Provides oversight and training for grant applications for Catholic Home Missions, Catholic Extension Society, Black and Indian Missions and Koch Foundation. Grant distributions and grantee reports as required.
20. Manages and coordinates monthly reporting, cash management, annual distributions and reconciliation of custodial funds with all banking partners and money managers.
21. Manage Stock Transfers for Charitable Donations including loss/gain on stock and correspondence with donor.
22. Works with CFO on special projects that will improve efficiencies in various areas and that assist the Bishop, Vicar General, CFO, and the Diocesan Finance Council in managing the diocese.
23. In collaboration with HR, supports Affordable Care Act process that may include IRS documentation or communication, and timesheet hours entry in BAS from Accounting Staff.
24. Over the next couple of years, provide support and monthly reporting for DOSR Chapter 11 Reorganization through B.Riley (outside resource) and CFO as needed.
25. Performs other related duties as assigned.

## **Education, Experience, and Skills Required**

- Appreciation of confidentiality and the role of a church-affiliated agency in the human service arena.
- College degree in accounting, business management or administration. Business courses and a minimum of four years of business experience in management or administrative and supervisory capacity with annual audit experience.
- Strong working knowledge of both computer and accounting systems and procedures.
- Strong working knowledge of Excel and Word.
- Knowledge of GAAP and GAAS.
- Strong written and verbal communication skills, analytical, organizational and supervisory skills.
- Travel is required to meet the goals of this position. Personal vehicle and clean MVR required.

## **Essential Physical Functions**

- Sitting/standing at a desk for an extended period of time, squatting, and/or using a step ladder
- Using a mouse and keyboard for an extended period of time.
- Requires ability to sit/stand up to 7 hours per day with intermittent occasional walking and bending.
- Rarely may be required to lift up to 20 pounds to a height of 4 – 5 feet, or carry 20 pounds up to 20 feet.
- Benefit eligible position: medical, dental, vision, life, wellness, and pension

*This job description is provided as a general summary of common duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.*