

**CONTROLLER**  
**ARCHDIOCESE OF GALVESTON-HOUSTON**  
**DOWNTOWN CHANCERY**

**Position Summary**

The Controller is a strategic financial leader within the Archdiocese of Galveston-Houston, reporting directly to the Chief Financial Officer and serving as a trusted advisor to Archdiocesan leadership, the Finance Council, boards of directors, clergy, and the leadership team. This role provides vision and direction for all financial operations, ensuring alignment with the Archdiocese's mission and long-term goals.

The Controller oversees an annual operating budget of approximately \$110 million and leads a team of three direct reports. Beyond technical expertise, this position requires strong leadership skills to inspire, mentor, and develop staff, fostering a culture of accountability, collaboration, and continuous improvement. The Controller will lead and manage the Finance team by setting clear goals, providing guidance, and supporting professional growth. The position collaborates with senior leadership to provide financial insights that inform strategic decisions and resource allocation. It ensures compliance and integrity in all financial practices, maintaining transparency and trust with internal and external stakeholders. The Controller drives process improvements to enhance efficiency, accuracy, and stewardship of resources across diocesan, parish, and school accounting functions.

This role also represents the Finance Office in meetings with clergy, parish leaders, and boards, communicating complex financial information in a clear and pastoral manner.

This is a full-time position, eligible for benefits and paid time off. Remote work is not available.

**About the Archdiocese of Galveston-Houston**

Founded in 1847, the Archdiocese of Galveston-Houston is a vibrant, multicultural Catholic community with active members from every continent. We worship and celebrate in more than 14 languages across 146 parishes. Our commitment to education is reflected in 43 diocesan and parochial schools, alongside numerous private Catholic institutions. Guided by our faith, we engage in social justice initiatives, support charitable works globally, and prepare children and youth to become responsible, faith-filled members of society, all in the name of our Lord, Jesus Christ.

**Essential Duties and Responsibilities**

**Accounting, General Ledger, Administration and Operations**

- Supervise accounting activities to ensure proper training and performance of the accounting staff.
- Oversee AP processing - approving invoices, monitoring funding sources, and payment timeliness.
- Oversee Payroll processing and understand all payroll data – ensuring funding and reviewing payroll reports for accuracy.
- Oversee Accounts Receivable processing for timely invoicing and deposit processing, collection concerns and recommendation of adjustments.
- Review and ensure application of appropriate internal controls in the diocese, parishes, and schools.
- Prepare monthly and annual financial statements.

- Ensure timeliness and accuracy of financial and management reporting data for lenders, grantors, committees, and any and all other requests for financial reporting.
- Review and/ or prepare all month-end closing activities including general ledger accounts, balance sheet accounts, cost allocations and source/use of restricted assets.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Hire, develop and manage accounting staff.
- Manage preparation and support of all external audits, serving as a key point of contact for external auditors.
- Provide oversight of and support to diocesan parishes and schools to ensure timely and accurate accounting, as well as proper internal controls.

### **Treasury Management**

- Manage cash flow forecasting and planning to ensure funds availability.
- Review cash requirements and approve transactions for payment processing.
- Monitor and manage transfers between funding sources.
- Oversee cash, investments and work with the Investment Committee and CFO assisting in the assessment of banking relationships and investment options.
- Understand all lending arrangements of the Diocesan Savings & Loan program and monitor compliance.
- Ensure all bank, credit card and investment accounts are reconciled on a timely basis and any usual activity is promptly investigated and reported.

### **Financial Analysis, Budgeting and Forecasting**

- Prepare and present monthly financial reports.
- Review and analyze monthly financial results with Archdiocesan leadership.
- Identify, develop, and execute financial analysis of business initiatives.
- Develop and maintain the annual operating and capital budgets.
- Participate in meetings/ calls with Banks, Vendors and the Leadership Team.
- Work to negotiate and obtain favorable pricing and terms with Vendors.

### **Qualifications**

- Bachelor's degree in accounting, Masters preferred.
- CPA Required
- 10+ years total accounting or finance experience. Experience in a non-profit organization preferred, including knowledge, and understanding of non-profit GAAP.
- 5+ years supervisory experience required.
- Experience managing and or upgrading accounting systems. Systems implementation experience preferred.
- Strong communication and presentation skills
- Willingness to understand and respect the practices of the Catholic faith.
- Proven history to serve as a working leader.
- Ability to maintain confidentiality.
- Excellent Excel™ and all Microsoft Office programs

**Suitable candidates should submit cover letter, salary expectation (must be included to receive review), and resume to Human Resources via email to: [resume@archgh.org](mailto:resume@archgh.org) with Controller on the subject line.**