



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 important 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; 35 hours/week M-F 8:30am-4:30pm on-site

Benefit Eligibility: Medical, dental, vision, life insurance, paid vacation and sick accrual, holiday pay, bereavement leave, individual 403b, 5.5% employer contribution retirement after 12 months of service

Essential Functions

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

10. Recruits, trains, supervises, and evaluates Accounting Department staff.
11. Develops/controls billing processes for services to all parishes and schools managed by Chancery including insurance, assessments, stipends, payroll, frozen lay pension, priests' pension, etc.
12. Takes lead in identifying and implementing electronic payment solution for Chancery.
13. Participates in developing scanning strategy to move from paper to electronic storage while maintaining internal controls.
14. Evolves entity review program by including member(s) of the audit committee.
15. Develops processes to periodically review parish/school results on QuickBooks.
16. Develops strategy to automate parish and school financial reporting.
17. Prepares agenda, prepare summary reports as needed, take and transcribe minutes from Finance Council meetings.
18. Completes grant applications for Catholic Home Missions, Catholic Extension Society, Black and Indian Missions and Koch Foundation. Grant distributions and grantee reports as required.
19. Manages and coordinates monthly reporting and reconciliation of custodial funds with all banking partners and money managers.
20. 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.
21. 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.
22. Travel to entities as needed.
23. Travel to DFMC if deemed beneficial.
24. 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 manual 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.