



COMMUNITY  
PRESBYTERIAN CHURCH

## JOB DESCRIPTION

**Title/Position:**      **Controller**  
**Department:**       **Accounting**  
**Team Leader:**       **Executive Director**

### General Description

The Controller position serves as the financial leader and provides oversight to all financial activities supporting CPC organizations (church, academy, counseling center, properties, Trust and PMC Foundation). The leadership role manages an accounting team, partners with church and academy leaders, works with third-party vendors and responds to customer (staff, parents, congregation members, etc.) questions and requests. The financial responsibilities include oversight of all general ledger accounting, A/P, A/R, treasury, regulatory, recording and reporting activities. Furthermore, strategic leadership is required in the areas of operational internal controls, management budgeting & reporting, employee benefits, insurance and the annual financial audit.

### Specific Responsibilities

- Serve as the financial leader for CPC and day-to-day financial activities
  - Lead & manage consistent with CPC's vision and values
- Lead accounting team
  - Recruit, retain, manage and develop a team of three direct reports
  - Document objectives, individual development plans and deliver annual reviews
  - Establish stakeholder service-level agreements
- Oversee all financial recording and reporting processes & activities
  - GL activities including recording, reconciling and closing activities
  - Ensure all activities are in accordance with US GAAP and regulatory requirements
    - Fund accounting, fixed assets, pastoral compensation, etc.
  - Establish appropriate internal controls to safeguard assets
  - Coordinate annual audit process including reporting and addressing recommendations
- Manage transactional accounting processes



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- o Oversee cash receipts, A/P, A/R, credit card and donation processes
  - o Ensure internal controls are in place, monitor and address identified issues
- Manage treasury functions
  - o Review and monitor banking relationships to meet operational objectives
  - o Document investment policy and operational guidelines for appropriate internal controls.
  - o Seek out opportunities to prevent fraud, streamline and automate cash management activities.
- Manage employee compensation reporting processes
  - o Monitor and analyze benefit programs (medical, vacation, 403(b), etc.) for policy compliance and costs
- Lead operational budget processes
  - o Manage operating & capital budget development, approval and reporting
  - o Analyze monthly, quarterly financial actuals to budget and present accurate and timely reports; collaborate with ministry teams to assess financial efficacy of their programs and alignment with vision and strategy
  - o Clearly communicate to leadership & Admin Comm on the financial status of CPC
  - o Train organization and address budget / reporting issues during the year
- Lead process improvement projects
  - o Identify process improvement opportunities by defining problems, analyzing data, identifying options and executing best practice solutions
  - o Lead improvement projects including software upgrades
  - o Lead general ledger document scanning process and system initiatives
- Provide accounting customer service to the organization
  - o Support monthly Admin Committee & Session meetings
  - o Respond to staff, parents and congregation members questions, requests and concerns
  - o Deliver regular monthly, quarterly and annual budget reports to all CPC entities.
  - o Assist in the creation of the CPC annual Report
- Other duties as assigned

updated 09/2021



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