



Diocese of St. Augustine Position Description

Position: **Controller**

FLSA: Exempt

Reports to: Chief Financial Officer

Department: Fiscal

Effective date: 29-MAY-2018

General Summary: The Controller of the Diocese of St. Augustine reports to the Chief Financial Officer of the Diocese, as do the Risk Manager and the Executive Assistant. The Controller is primarily responsible for Accounting Operations and the supervision of; the Manager of Shared Services/Entity Accounting, a Senior Accountant and an Accounting Clerk.

Essential Duties and Responsibilities:

- Ensure that Diocesan accounting records are maintained in strict compliance with Generally Accepted Accounting Principles (GAAP).
- Ensure a strict adherence to internal control standards to ensure the integrity of accounting operations and recordkeeping.
- Ensure the timely dissemination of accurate accounting reports to stakeholders and provide guidance, interpretation and feedback to said stakeholders.
- Responsible for a monthly review of financial transactions and at a minimum producing a comparative financial statement for all entities noting variances to budget and prior year comparisons.
- Ensure monthly reconciliations are complete and reviewed by established deadlines. Material reconciling items are to be brought to the attention of Senior Management and all reconciling items are to be resolved within two monthly close cycles.
- Manage the Disbursement process to ensure that payments are made on time in the most efficient manner while maintain strict compliance with required approvals and documentation support.
- Manage the Invoicing and Receivable process to ensure that invoices are produced on time in the most efficient manner possible. Ensure that any receivables in excess of 90 days old have been investigated and a documented plan for collection has been established. Ensure that funds are deposited within two days of receipt.
- Manage the Payroll process to ensure that payroll is produced on time in the most efficient manner possible with 100% accuracy.
- Assist the Chief Financial Officer with the annual budget process.
- Regard all matters with confidentiality and respect
- Perform other duties as required

Knowledge, Skills, and Abilities Required

- A practicing Catholic in good standing with a thorough understanding of the Catholic Faith, especially regarding Fiscal matters.
- Minimum of a four-year undergraduate degree from an accredited university with a major in Accounting. A Master's Degree is preferred.
- Must hold an active Certified Public Accounting license.
- No less than five to ten years successful experience as a Controller
- Must possess a superior skill set in effective communication at all organizational levels
- Must possess an aptitude for learning and desire for continuous improvement
- Must be able to function at a high level regarding interpersonal skills in a team environment
- Must be able to effectively supervise the work of others, promoting a team environment while achieving a high degree of productivity

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require employee to travel and drive one's own vehicle to various diocesan locations when necessary.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this job description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the job description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of St. Augustine and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

Chancellor/Director of Pastoral Services

Date

Approved by Director of Human Resources

Date

All new or revised position descriptions must be approved by the Director of Human Resources