

DIOCESE OF LAFAYETTE, LOUISIANA
OFFICE OF ACCOUNTING
Job Description

Position Title: <i>Financial Controller</i>	Immediate Supervisor: <i>Director of the Secretariat of Stewardship</i>
Position Status: <i>Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary: The Financial Controller for the Diocese of Lafayette is responsible for planning, directing, coordinating, budgeting and reporting the financial activities of the Central Office as well as other diocesan entities. Serving in a supervisory position, this individual is also responsible for directing the accounting, cashing, payroll and related functions and all other day-to-day accounting activities including but not limited to the fixed assets, general ledger, investment account and bank reconciliations, accounts payable, accounts receivable, and cash receipts.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The Controller must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities:

- Oversee planning, implementation and evaluation of the Accounting office’s mission, programs and services as directed by the Chief Financial Officer
- Develop and implement compliance and ongoing evaluation of a comprehensive fiscal control structure for all Diocesan Central Office financial assets and those of related entities.
- Ensure compliance with established accounting principles in accordance with GAAP, internal control policies and procedures, tax law and Canon law. This includes accurate and timely reporting of related required documents.
- Direct the external annual audit of the Diocesan Central Office and Cooperative Deposit & Loan Program (CDLP) as well as preparation of the annual accounting reports of the Diocese and related entities.
- Coordinate the annual Central Office budget process.
- Produce monthly and annual financial data and other special reporting for operations of the Diocesan Central Office, Cooperative Deposit & Loan Program, Property & Liability Insurance Fund, Healthcare Fund, Priests’ Welfare Trust, Continuum of Care Plan, and Catholic Foundation.
- Provide reconciliation oversight on the accounting related to the Bishop’s Services Appeal (BSA), Capital Campaign and pension plan activity.
- Select and implement the efficient and appropriate computerized programs to account for the operations of the Diocesan Central Office and all related entities.
- Manage various operating cash and investment account balances to ensure sufficient cash flow to cover disbursements and maximize short-term investment returns and the monthly reconciliation thereof.
- Facilitate receipt and distribution of funds from wills, bequests, endowments and trusts received for the benefit of the parishes, schools and other Diocesan entities.
- Coordinate the internal audit process and third party agreed upon procedure reviews of parishes and schools in the Diocese.

Additional Duties:

- Engage, educate and collaborate with Central Office directors and employees on a wide range of accounting and financial reporting matters.
- Prepare financial forecasts, graphs, and reports as requested by Chief Financial Officer.
- Prepare and communicate monthly and annual financial results, evaluate performance against plan, and analyze variances.
- Other duties as directed by the Bishop and/or the Director of the Secretariat of Stewardship.

Required Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Proficient in current computer system(s), including but not limited to Word, Excel, Outlook and other software used to create designs and presentations.
- Advanced spreadsheet application skills
- Strong supervisory, organizational, leadership and communication skills.
- Ability to work collaboratively and compassionately with other Central Office Directors and staff members, as well as clergy, lay personnel and volunteers throughout the Diocese.
- Ability to take initiative and to see projects through to completion.
- Minimum of Bachelors degree from an accredited university in Accounting.
- Minimum of seven years related work experience, preferably in a non-profit/religious environment.
- Certified Public Accountant (CPA) designation preferred.

Job Conditions/Physical Demands: *(The following are representative of the physical capabilities that must be met by an employee and the working conditions that 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.)*

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to push, pull, lift, and carry items up to 10 pounds.
- Work is performed in an office setting.
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Secretariat Director, in consultation with the Office of Human Resources.

SIGNATURES:

Employee: _____

DATE: _____

Immediate Supervisor: _____

DATE: _____

Secretariat Director: _____

DATE: _____