



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION: Financial Controller
REPORTS TO: Executive Director of Operations
ROLE TYPE: Full-time

General Description

The Financial Controller will provide strategic leadership and direction to the handling of all financial resources, with an emphasis on recording, reporting, and managing them with integrity and appropriate transparency. This is a full-time position that reports to the Executive Director of Operations.

Key Responsibilities

The Financial Controller is the lead financial professional for the church and is responsible for the following:

- Direct and coordinate all accounting operational functions
- Develop, implement, and comply with financial policies and procedures that represent best practices for comparable church organizations. These include a detailed regimen of financial controls and preparation of the annual budget
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) in the development of all financial statements
- Lead the financial staff to ensure all accounting, accounts payable, payroll, banking, investments, purchasing, tax preparation, and benevolence activities are handled and recorded accurately, timely, and in compliance with all governing laws and regulations and church policies and processes
- Ensure use of key financial metrics by which to measure the church against prior years' performance and comparable churches nationwide
- As requested, provide financial information to leadership to support decision making
- Perform budget forecasting and variance analysis for various levels of leadership
- Maintain cash controls and ensure applicable protocols are followed for recording daily/weekly contributions
- Oversee the maintenance and reconciliation of the general ledger
- Prepare payroll ensuring that employees are paid in an accurate and timely manner including accurate deductions and benefits
- Produce timely and accurate financial reports reflecting the financial health of the church
- Manage the annual audit of the church's financial statements, ensuring that all necessary follow up actions are taken in a timely manner

- Work on a regular basis with department leaders to review performance to date against budget and to make any needed course corrections to ensure sound financial results
- Support the Executive Director of Operations and/or Chief of Staff in the selection, pricing, and implementation of employee benefit plans ensuring plan provisions are followed and in compliance with governing laws and regulations
- Perform other duties as assigned by Executive Director of Operations

Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Embracing Chapelstreet Church's Statement of Faith, vision, mission, and values, and living them out each day
- Bachelor's Degree in Accounting and CPA licensing required
- Substantial experience in financial management, including managing financial operations of a business or comparably sized church
- Strengths in budgeting, financial planning, accounting, and payroll
- Strong knowledge of governing laws, rules and policies, and a deep conviction to adhere to them
- Experience with computerized accounting programs and automation of A/P and other processes
- Unwavering integrity and commitment to a high level of confidentiality
- Exercise discretion and good judgment in personal contacts
- Strong analytical skills and keen eye for details
- Ability to organize, analyze, and execute tasks in a timely manner
- Track record of able leadership of people and processes with excellent management and organizational skills
- Ability to enhance positive team environment built on creativity, innovation, collaboration, and continuous improvement
- Ability to form strong relationship with church leadership, bringing an ability to be flexible inside the boundaries of compliance with governing laws, rules, and policies
- Dedicated to becoming an active member of Chapelstreet Church

As Chapelstreet Staff, we believe in the values of:

COMMUNICATION * INNOVATION * ONE TEAM * WELLBEING * MULTIPLICATION