

PARK STREET CHURCH FINANCIAL CONTROLLER JOB DESCRIPTION

OVERVIEW

The Financial Controller will be responsible for all financial and business affairs of the church. This position is directly responsible for all accounting functions and systems, benefits and cash management and certain aspects of personnel and information technology administration. The Controller will assist the Church Administrator and will work with appropriate committees to establish related church policies and procedures and assure achievement of operating objectives.

ACCOUNTABILITY

The Controller will report to the Church Administrator for all aspects of the job, and will report to the church Treasurer, the Finance and Administration Committee and Missions Committee on matters of financial oversight.

SUPERVISION

The Controller will supervise all accounting and financial department staff, volunteers and occasional part-time or temporary staff that assist with department tasks and goals.

RESPONSIBILITIES

1. Compilation and oversight of annual operating and capital expenditures budgets. Issue periodic reports to the Church Administrator, the Treasurer, the Finance and Administration Committee, the Missions Committee and ministry leaders within the church on the financial position and operating results in terms of costs, budgets and trends. Attend all regular business meetings of the Finance and Administration Committee in order to provide complete management and financial information as necessary to assist the Committee and the Treasurers in meeting their fiduciary responsibilities.
2. Develop, design and/or maintain appropriate accounting systems for the church, including computerized general ledger, accounts payables, donor contributions and pledges, cash receipts and other assets. Institute and maintain appropriate procedures and controls to safeguard Church assets and ensure accurate and timely financial reporting.
3. Overall responsibility for the accounting for cash and investments, including operating and endowment funds. Issue ongoing reports and analysis of cash and investment activity.
4. Develop and/or maintain systems to properly account for donor restricted funds (permanently and temporarily restricted). Participate in special fund raising and development campaigns to ensure accounting requirements are understood.

5. Overall responsibility for administration of the church's benefits programs, payroll and personnel policies.
6. Maintain adequate liability, professional and casualty insurance.
7. Ensure completion of annual audit in accordance with Generally Accepted Auditing Standards, preparing supplementary schedules as necessary. Maintain records to ensure compliance with applicable laws, accounting principles, grantor and donor restrictions.
8. Develop resources (i.e. income and expense projections, seasonal budget estimates, ministry account updates, etc.) that provide ongoing financial guidance and assist with planning.
9. Assist the Church Administrator in computer network and workstation administration.
10. Assist the Church Administrator in establishing general church and departmental objectives.
11. Perform other duties as requested by the Church Administrator.

REQUIRED QUALIFICATIONS

1. Willingness to serve Christ and His church.
2. At least a Bachelors of Science degree in business (accounting concentration preferred).
3. Three or more years of experience as a controller/ senior financial manager, or some equivalent experience.
4. Demonstrated interpersonal and supervisory skills.
5. Attention to detail and accuracy.
6. Strict Confidentiality
7. Hands-on computer skills and experience with general ledger software.

RECOMMENDED QUALIFICATIONS

1. Not-for-profit accounting experience at a supervisory level.
2. Familiarity with Automated Church Systems (ACS) financial package software.
3. Certified Public Accountant
4. Familiarity with PSC, the nature of its congregation, its ethos, guiding principles and doctrines.

OTHER EXPECTATIONS

1. Candidates will be expected to be in agreement with Park Street Church's statement of faith.
2. Selected candidate will be expected to be or become a member of Park Street Church, become vitally involved in other aspects of ministry as he/she feels led, and to participate in the general life of the church.
3. Involvement in other ministry tasks and interests will be encouraged as time and job responsibilities allow.
4. Participation in regular staff meetings and personal development activities is expected.

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