



**Position:** Controller  
**Manager:** Finance Director  
**Location:** Mid-South Region  
**Hours:** Full Time

**Summary:**

The Controller is responsible for helping with the coordination, administration and controls of financial operations at The Life Church. This position will perform analysis to support strategic decision-making and provide other reports required by governmental regulations. They will also review, analyze and interpret financial and budgetary reports and assist in the development of financial accounting systems, policies and maintaining reporting requirements.

**Responsibilities included but are not limited to\*:**

- Provide oversight of all general ledgers for The Life Church and related organizations
- Maximize return on financial assets by establishing financial policies, procedures, controls and reporting systems
- Guide financial decisions by establishing, monitoring, enforcing policies and procedures
- Provide status of financial condition by collecting, interpreting and reporting financial data
- Provide monthly, quarterly and year-end closings in preparation of related internal and external financial statements with supporting schedules
- Create reports that help senior leadership understand company financials
- Monitor current accounting pronouncements, trends, and practices and recommend policy relative to these changes in the legal/regulatory environment
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Manage the annual financial audit process performed by an independent CPA firm
- Responsible for all Local, State and Federal reporting and tax filings (in coordination with CPA firm, when applicable)
- Assist the Director of Operations with preparation and completion of the fiscal year budgeting process and evaluates company performance against budget

**Skills:**

- Possess an advanced working knowledge of non-profit accounting
- Understanding of financial data analysis and reporting
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills
- Ability to communicate financial information into sound business language so people of all levels can understand
- Sound knowledge of accounting fundamentals
- Strong analytical, verbal and written communication skills

**Education and Experience Requirements:**

- Bachelor's degree in accounting or finance, required
- Minimum 5 years' experience in accounting/finance as senior-level accounting or finance manager in a non-profit organization
- Experience with financial reporting
- Active CPA license, preferred
- Experience in working with multiple legal entities, preferred
- Experience in implementing and maintaining internal controls and financial statement preparation and analysis
- Experience with Sage, Nexonia, Martus and Bill.com, preferred

*\*This description is not all-inclusive, and other duties may be assigned as necessary.*