

ST. DAVID'S EPISCOPAL CHURCH

301 E 8th Street † 8th & San Jacinto † Austin, TX 78701
512.610.3500 † www.stdave.org † info@stdave.org

Job Description

Job Title: Controller
Department: Administration
Reports To: Rector
FLSA Status: Exempt (Full Time/40 hours per week)

SUMMARY:

Oversees all financial matters for St. David's Church and is responsible for all accounting procedures involving all the audited entities. Maintains proper accounting procedures, management of financial resources, and implementation of secure business practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Management

- Treasury management including assessment of banking relationships and review of services provided by financial institutions
- Design and documentation of the financial policies, rules and regulations and makes sure that every department adheres to them
- Manage outsourced functions
- Oversee the operations of the accounting department
- Maintain the chart of accounts and orderly filing system for documentation

Transactions

- Ensure that accounts payable are paid in a timely manner and that all reasonable discounts are taken advantage of
- Ensure that accounts receivable are collected promptly
- Ensure that payroll is paid in a timely manner and entered into accounting records
- Prepare monthly closing adjusting entries and review reconciliations

Reporting

- Issue timely and complete financial statements
- Present financial statements and reports to Finance Committee and Vestry, when requested
- Recommend benchmarks against which to measure the performance of operations
- Involved in the strategic planning of the organization for the planning and utilization of the organizational financial resources
- Assist with the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management

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Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Comply with local, state, and federal government reporting requirements and tax filings
- Maintain the corporate calendar

ESSENTIAL JOB REQUIREMENTS:

EDUCATION – BA/BS in Accounting or equivalent. CPA designation a plus

EXPERIENCE -- Five to seven years of experience in a similar size and complexity

SKILL and ABILITIES

- Familiarity with church accounting and software, such as QuickBooks and ACS Technologies
- Complete payroll efficiency
- Strong Excel experience

PREFERRED SKILLS

- Familiarity with HeadMaster and Clover

LANGUAGE SKILLS – Strong interpersonal, customer service, written and verbal communication skills for interacting with staff, parishioners, lay leadership, and others.

PHYSICAL DEMANDS – Ability to communicate verbally both in person and by phone. Position may require sitting for long periods of time while working at a computer or talking on the phone. Specific vision abilities required by this job include close and color vision.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.