



## The Roman Catholic Diocese of Charlotte

**Position Title:** Controller

**Department:** Finance

**Reports to:** Chief Financial Officer

**FLSA:** Exempt

**POSITION SUMMARY:** Manages the Accounting Department, which has responsibility for all accounting functions, financial reporting, accounting systems and internal controls, the annual budgeting process, the annual audit, tax compliance, and banking treasury operations.

### **ESSENTIAL FUNCTIONS:**

1. Evaluate, update and develop accounting policies to advance compliance with generally accepted accounting principles.
2. Evaluate and update accounting systems, procedures and practices, including the development and maintenance of systems of internal accounting controls, to ensure adherence to accounting policies.
3. Ensures the proper recording, summarization and reporting of all financial activity of the Central Administration and all diocesan-level entities.
4. Manages the preparation of statistics for financial statements, including the analysis and reporting of results to provide forecasts, identify problem areas and make specific recommendations for solutions/improvement.
5. Reviews monthly financial closings and statements, including account analyses and substantiation of month-end amounts.
6. Ensures compliance with financial terms of grants and contractual obligations of the diocese.
7. Ensures compliance with record keeping and reporting requirements of Federal and State laws, including compliance with Internal Revenue Service and NC Dept of Revenue regulations.
8. Administers the database technology used for fundraising, general accounting, accounts payable, payroll and expense reimbursements
9. Manages the treasury function of all banking relationships
10. Coordinates the annual budgeting process
11. Coordinates the annual audit and preparation of annual financial statements and footnotes
12. Coordinates tax return preparation
13. Supervises, trains and evaluates staff.



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### **OTHER RESPONSIBILITIES:**

1. Provides financial guidance to parishes and schools
2. Reviews and approves purchases as required
3. Leads departmental projects as needed, including department RFPs, integration and team training of new systems
4. Ad hoc assignments as assigned

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelors Degree in Accounting, Finance or related field; CPA.
2. Seven years' experience in accounting, internal auditing, and/or as controller.
3. Thorough knowledge of budgeting principles and practices, internal control systems, tax related legislation, treasury management, financial reporting methodologies, and of generally accepted principles as promulgated by the Financial Accounting Standards Board.
4. Strong verbal, written, analytical and interpersonal skills.
5. Proficiency with computers, word processing, spreadsheet software and Windows.
6. Ability to maintain confidentiality.

**WORKING ENVIRONMENT:** This position requires some evening and weekend work.

Interesting candidates should send their resume and cover letter to [recruiting@rcdoc.org](mailto:recruiting@rcdoc.org) or mail to 1123 St. Church Street, Charlotte, NC 28203