



POSITION DESCRIPTION CONTROLLER

Approved: 18 February 2022 IRS Worker Classification: Employee FLSA Classification: Exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 24 hours/week WSFC Staff Category: Managerial Staff WSFC Hiring Approval Level: Church Administrator
---	--

SUMMARY

The Controller serves West Shore Free Church (WSFC) by managing the finance and accounting operations for all church ministries and departments, including the administration of accounts payable, accounts receivable, payroll, the recording of contribution and program revenues and other general accounting functions.

QUALIFICATIONS

Ministry Specific

- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Acts with integrity, professionalism and strict confidentiality
- Manifests good character and wise, discerning judgment
- Ability to work effectively and graciously under pressure
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office products with advanced Excel aptitude and general personal computer aptitude, including data entry and ability to learn and use church database software, online files and documents
- Bachelor's degree in Finance, Accounting or related degree
- 7+ years of experience with computerized accounting systems and spreadsheets
- CPA License preferred

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws, and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Manages the accuracy and effectiveness of day-to-day activities such as the administration of account structure, accounts payable, accounts receivable, payroll



POSITION DESCRIPTION CONTROLLER

reconciliation, the recording of contribution and program revenues and other general accounting functions including system integrations and functionality

- Provides day-to-day financial institution account, transaction and relationship management
- Ensures consistent application of modified cash basis accounting in all accounting transactions
- Consistently analyzes financial data and presents monthly, quarterly and annual financial reports in an accurate and timely manner
- Maintains all financial ledgers and sub-ledgers
- Oversees all relevant tax reporting and filing
- Oversees periodic (monthly, quarterly, annual) general ledger closing and ensures timely reporting
- Administers church financial software
- Administers all relevant document retention, including church contract files
- Coordinates and supports all relevant audit and review processes
- Manages donor accounting and contributions in church management software
- Monitors internal financial controls
- Maintains adequate cash and internal controls
- Manages the preparation of financial statements and forecasts
- Monitors, evaluates and advises on fiscal performance compared to budget and forecast
- Ensures cash availability to meet operating needs
- Works with ministry leaders and ministerial staff to develop the annual budget
- Leads and directs the work of Finance Team members performing aforementioned responsibilities
- Participates as a member of the Finance Advisory Team
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Controller serves under the general authority of the WSFC Elder Board and reports to the Church Administrator. The position oversees the Accounting Assistants. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Work will be primarily accomplished on-site in a sedentary office environment. Workdays and work hours may vary to meet ministry needs.