



## **Controller**

### **Objective**

Responsible for directing all day to day finance and general accounting functions of The Church of Eleven22 and Hope's Closet. These functions include, but are not limited to, establishing and maintaining accounting principles, practices, procedures, and initiatives. Conducting analysis to identify trends and financial performance. Preparing financial reports and presenting findings and recommendations to CFO.

### **Key Responsibilities**

- Direct and coordinate financial planning and budget management functions;
- Manage the accuracy and effectiveness of day-to-day activities such as accounts payable, cash receipts, payroll and other general accounting functions including system integrations and functionality;
- Lead and direct the work of finance team members performing aforementioned responsibilities;
- Works in partnership with ministry heads to build budgets including funding, historical spend, prospective planning;
- Develop and recommend benchmarks for measuring the financial and operating performance of ministry areas and programs;
- Monitor and analyze monthly operating results against budget;
- Manage the preparation of financial statement and financial forecasts;
- Direct financial audits and provide procedural recommendations for improvement.

### **Competencies**

- Model the Church of Eleven22's mission, vision, and core values;
- Ability to maintain strict confidentiality;
- Ability to adapt to change;
- Strong proactive communication (verbal and written) and interpersonal skills;
- Knowledge of accounting, budgeting and cost control principles including Generally Accepted Accounting Principles;
- Knowledge of automated financial and accounting reporting systems;
- Ability to analyze financial data and prepare financial reports, statements and projections;
- Working knowledge of short and long-term budgeting and forecasting;
- Ability to motivate staff and volunteers to produce quality materials within prescribed timeframes;
- Demonstrated ability to build organizational relationships/partnerships;
- Develop priorities with the right balance of short and long-term wins;



- Ability to translate vision into actionable tactics and plans.

## **Education & Experience**

- Bachelor degree in finance or accounting strongly preferred;
- 6 - 8 years in accounting with experience in a variety of the field's concepts, practices, and procedures;
- Supervisory experience required;
- Non-Profit accounting experience preferred;
- Possess strong computer skills, proficient in Microsoft Excel, Word and Outlook and have the ability to learn and use new computer software.

## **Position Type/Expected Hours of Work**

This is a full-time, exempt position. Days and hours of work will vary depending on business need.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. This would also require close visual acuity to perform an activity such as: preparing and analyzing data and figures and viewing a computer.

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.