



Position: Controller

The Controller is responsible for overseeing the accounting function of the organization, including Accounts Payable, Accounts Receivable, Cash Management, General Ledger/Financial Statements and Cost Accounting, Payroll, Purchasing, and Taxes. The Controller is responsible for establishing and maintaining effective internal controls over financial matters and protecting the organization's assets. This work is carried out in support of the mission and goals of Kirk in the Hills. The successful candidate will be called by the Lord and it is essential that your attitude and presence reflect the love of Jesus Christ.

The following responsibilities are the primary tasks you will be working on. However, this list is not inclusive and may change over time.

- Agree with and live out the vision and values of Kirk in the Hills
- Plans, directs, leads and evaluates the church's finance and accounting function and performance
- Assess church's performance against the annual budget
- Develop tools and systems to provide critical financial and operational information to the Executive Pastor and make actionable recommendations on both strategy and operations
- Advise the Executive Pastor around issues, trends and changes in the operating model(s) and operational delivery
- Oversee long-term budgetary planning and costs management in alignment with church's strategic plan, especially as the church considers growth opportunities
- Works with the Pastors and Committee Chairpersons to develop internal budgets, projections, and forecasts that will have a long-term effect on the organization
- Prepare and maintain regular financial planning reports; Monthly profit and loss vs. budget and oversee monthly report preparation
- Complete analysis of financial results; develop recommendations (strategic and tactical)
- Develop and maintain capital budgets for any capital campaigns
- Oversee cash flow planning and ensure availability of funds as needed
- Oversee the organization's purchasing function to ensure efficient internal ordering, cost-effective pricing, and timely receipt and delivery of goods ordered
- Ensure that accounts payable are paid in a timely manner, including the coordination of electronic banking transactions
- Provide monthly cash position reports to the Executive Pastor
- Manage all banking relationships, bank accounts, cash balances and ensure timely completion of bank reconciliations for all accounts
- Conduct the year-end audit of Kirk in the Hill's financial statements by the outside, independent Auditors and coordinate the timely provision of all information requested by the Auditors
- Ensure timeliness, accuracy and usefulness of financial and management reporting for the Executive Pastor and various boards and committees; oversee the preparation and communication of monthly and annual financial statements
- Review and approve all payroll payments and accompanying reports for accuracy and completeness
- Maintain a system of controls over accounting transactions, including the chart of accounts, written policies and procedures
- Ensure legal and regulatory compliance regarding all financial functions

- Maintain all month-end closing activities including general ledger maintenance, balance sheet reconciliations and expense allocations
- Enhance and implement financial and accounting systems, processes, tools and control systems
- Special projects and all other duties as assigned by the Executive Pastor

Education Required:

- Bachelor's degree in Business, Accounting or Finance
- CPA or MBA preferred

Experience Required:

- Minimum of 10 years of progressive finance or accounting leadership
- Detail-oriented with the ability to manage projects from inception through execution
- High levels of persistence, curiosity and enthusiasm
- Excellent presentation, verbal, written and interpersonal skills
- Experience working with information technology to manage finance and accounting software packages
- Significant experience in or knowledge of GAAP accounting, compliance and reporting
- Willingness to maintain the highest confidentiality of church/donor information
- Has resiliency/persistency, high energy and a commitment to achieving goals. Is proactive and driven
- Excellent computer skills and knowledge with MS Office
- Ability to communicate effectively with all levels staff, boards and committees
- Must be forward-thinking and have high ethical standards and an appropriate professional image
- Should have sound knowledge, analytical ability, good judgment and strong "big-picture" strategic focus while simultaneously maintaining an operational, implementation and detail-oriented perspective

Reports to:

- Executive Pastor

Subordinates:

- None

Type of Employment

This is a full-time position and is terminable "At Will." This means you agree that you have the right to terminate employment with the church at any time for any or no reason and the church has the same right and may terminate your employment at any time for any or no reason. No one has the authority to alter your "At Will" employment status except the Sr. Pastor/Head of Staff and then only in a document addressed specifically to you and entitled "Employment Contract."

All applications should go directly to: alaronconsulting@gmail.com