

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Controller
2. **Classification** Managerial
3. **Supervisor** Director of Financial Services

4. **Responsibilities**

a. **Overall purpose of position**

Provide leadership for accounting management, transaction processing, maintenance of fiscal records, and preparation of financial, statistical, analytical, and/or technical reports, including assistance in accounting management, budgetary control & financial functions of the annual conference.

b. **Essential Functions**

- 1) Serves as assistant to the director of financial services for all agencies served by the annual conference central treasury with responsibilities in accounting, financial management, and administration
- 2) Prepares financial statements and reports as required by the bishop, the directors, the Council on Finance & Administration, the districts, the annual conference and agencies served by the conference, and the General Council on Finance & Administration
- 3) Maintains general ledger and subsidiary accounts including preparation of journal entries, account analysis and reconciliation, closing books monthly, and setting up new accounts and funds as needed
- 4) Implements all conference accounting policies and procedures
- 5) Assists with preparation and control of budgets for various conference departments and projects, determining if funds are available and expenditures are properly classified
- 6) Researches and analyzes transactions to resolve budget problems
- 7) Provides analysis of available funds at management's request
- 8) Serves as liaison with independent auditors for annual audit, including preparing schedules, pulling test samples, providing explanation of supporting materials and procedures, and other preparation as needed

c. **Occasional Functions**

- 1) Assists with financial reporting to districts, boards and agencies of the annual conference with attendance at meetings as needed
- 2) Attends denominational or industry training events as deemed necessary by supervisor
- 3) Assists with local church treasurer training and serve as a resource to local churches regarding financial questions

d. Supervision of staff/volunteers (if any)

(none)

e. Workplace requirements

- 1) Office space at conference center
- 2) Computer with networking capabilities
- 3) Services of an administrative assistant

f. Budget Accountability

- 1) Directs oversight of financial services budget
- 2) Assist director of financial services with general oversight of conference and district budgets

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Bachelor's degree in accounting and minimum of five years experience in related field
- d. CPA highly desirable
- e. Experience with not-for-profit organization and fund accounting procedures
- f. Knowledge of, and experience with, GAAP
- g. Ability to prepare account reconciliations and financial statements
- h. Strong communication skills: writing, speaking, and correspondence
- i. Relational skills that inspire trust from others
- j. Proficient computing skills – Microsoft Office Suite, with substantial experience using Excel and other accounting software