

Controller - Job Description

Christ In Action

The Controller shall report to the Director of Operations, working alongside and in coordination with bookkeeping team, staff and licensed CPA to ensure the vision and mission of the ministry is upheld in the highest regard.

Qualifications

- Servant's heart and desire to please God
- Self-motivated and proactive
- Ability to follow instructions and work well with others as part of a team
- Ability to be flexible and think on-the-fly in high-stress environments
- Ability to keep confidential information in an ethical manner
- Ability to communicate in a clear, concise, courteous and timely manner
- Able to effectively prioritize and delegate tasks and projects
- Able to maintain a healthy balance of ministry and family life

Experience and Education

The Controller position requires:

- Six years minimum experience in an Accounting or related field
- Basic general computer knowledge
- Thorough knowledge of Quickbooks and standard accounting procedures
- Proficient knowledge of spreadsheets (mail merge experience helpful)

Controller Responsibilities

The Controller shall be responsible for:

- Knowledge of all finances across the breadth of the ministry. (Donor & vendor accounts, chaplaincy fees, credit cards, bank accounts, utilities, taxes, donations, deployments and events)
- Corporate filings, including tax exemption, charitable solicitation, credit applications
- Making recommendations for improvements, savings and efficiencies relating to finances, accounts and taxes.
- Providing accurate and timely **reports** for leadership, monthly donation reports for staff
- Administrative role of maintaining **donor and vendor** files, accounts, service and support (phone interaction, credit applications, electronic and paper correspondence, as required).
- Administrative role of maintaining Christ In Action's **corporate tax & government accounts** alongside of CIA's CPA (tax-exemptions, business licenses, charitable solicitation, donation & expense reporting, taxes withheld)
- Administrative role of **year-end** accounting tasks, including income tax/990 filing, donor statements, issuing w2s/1099s and other tax forms
- Other responsibilities as assigned