



Position Description

Name:
Job Title: Comptroller
Department: Finance
Reports To: CFO
FLSA Status: Salary Exempt
Hire Date: 3/1/21

Summary

This results-driven role will direct the accounting function through establishing accounting principles and delivery of financial reports. The ideal candidate's exceptional numerical and systems administration proficiency will aid our organization by implementing proper internal controls, ensuring smooth accounting operations, and delivering accurate, relevant and consistent financial reporting. Top candidates are confident, analytical and positive.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution skills) needed to navigate the needs and requests that arise in this ministry.

Essential Duties and Responsibilities:

- Approaches church finance through the lens of simple, sustainable and replicable systems and processes.
- Enables our church partners as much agility and focus on ministry as possible while maintaining appropriate regulatory standards to protect the organization.
- Thoroughly understands the Chart of Accounts, recommending updates each budget year for consideration.
- Streamlines organizational accounting functions and operations.
 - Manages accounting records, to include after reviewing and adjusting as necessary, close any pending periods by an established

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

- date.
- Understands current finance systems, and collaboratively determines timeline to transition and implement more robust and/or seamless systems.
- Manages the workflow and reports all financial-related activities and metrics.
 - Provides financial analysis to produce accurate, relevant and consistent reports on a monthly basis to all budget stewards leveraging dashboard software.
 - Reports to budget stewards income statement, forecast and YTD budget vs actual expenses comparison.
 - Reports to CFO balance sheet and statement of cash flows.
 - Ensures ministries track respective “other revenue” events/endeavors, including worship, creating tags as needed for specific tracking.
- Maximize existing and future dashboards and accounting systems to produce weekly cash statements and monthly balance sheets as needed.
- In collaboration with CFO, Identifies accounting and payroll issues to best equip and train the finance and other appropriate staff as necessary.
- Collaborates with the HR Director and other budget owners to ensure payroll accuracy, per Compensation Communication Protocol.
- Monitors benefits-related expenses to ensure reconciled from our account to monthly report from Insurance Companies, especially the Employer’s portion of the HRA deductible.
- Analyzes and reports monthly variances between budget, payroll and benefits.
- Identifies and promotes regulatory compliance in collaboration with the CFO.
- Identifies, recommends and executes solutions to close books by the end of the following month, including calendar year-end.
 - Fully convert current cash basis methods to accrual-based accounting as needed to comply with GAAP.
- Oversee the streamlining of AR and AP functions and systems.
 - Leverage Paycom to maximize payroll, reimbursement and expense management modules. Current AP software includes Expensify and bill.com.
- Collaborate with the Information Technology team to identify and implement future systems.
- Assists the CFO with annual budget preparation, to include attending budget steward meetings, own budget vs actual reporting stats and review all expense-related items, including payroll.

“Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;” Hab 3:2 (NIV)

- Coordinates annual audit (Summer/early Fall), to submit Management Letter Draft for review each Fall.
- Ensures depreciation schedules are maintained annually, including inventory management list as well as reflected on the balance sheet.
- Continues to develop a three-deep bench for all finance roles.
- Respects ministry vision without losing sight of governance mission.
- Manager that seeks facts and understanding. Collaboration Preference.
- Holds the team accountable while maximizing team strengths and engagement.
- Maintains fiduciary responsibility kindly.
- Manages upward.

Supervisory Responsibilities

Accounts Receivable Manager, who also oversees volunteer count teams; Accounts Payable Manager and other accounting roles as deemed with team growth.

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with Church of the City's Statement of Faith. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The criteria listed below are representative of the knowledge, skill, experience and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: Master's Degree in Accounting, or Active CPA license required and maintained. If only the former, 12 hours CE per year necessary.

Skills: Must have general computer skills including a working knowledge of Microsoft Office, and iMac; protects confidential information; knowledge of general business practices; possess a strong work ethic; strong organizational skills and pays high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; produce quality work and be accountable; manage time; ability to work well in team; demonstrate ability to be innovative and suggest change/improvements within scope of work; anticipates needs and creates efficient and effective processes; self-starter, self motivated and takes responsibility/ownership of tasks; thinks outside the box proactively, strategically and analytically; consistently takes initiative; demonstrate flexibility and adaptability to

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

changing situations; demonstrate a high level of customer service, friendliness, and phone etiquette consistent with the culture of the organization.

Must become a stakeholder within ninety days of employment.

Experience: 5+ years of Nonprofit accounting experience preferred. 5-7 years of financial management experience preferred.

Acknowledgement

I certify that I have read and understand the preceding description of my job. COTC is an At-Will and equal opportunity employer. All of our employment decisions (e.g., recruiting, hiring, training, promoting, compensating and terminating) will be made in accordance with applicable laws and regulations.

Name

Date