

Controller

DOWNTOWN CHANCERY

SUMMARY

The Controller reports to the Chief Financial Officer and regularly interacts with Archdiocesan leadership, Finance Council and other boards of directors, Clergy, and all members of the Leadership team. The Controller will lead all day-to-day finance and accounting operations of a budget of \$110 million and supervise a team of 3 direct staff members including functional responsibility over diocesan accounting, accounts payable, accounts receivable, payroll, grants administration, parish, and school accounting. The Controller will ensure that The Archdiocese of Galveston-Houston has adequate systems and procedures in place in support of all accounting and finance functions.

Founded in 1847, The Archdiocese of Galveston-Houston is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes. We are accredited educators in 43 diocesan and parochial schools, in addition to private Catholic schools. We participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community — and we do all this in the name of our Lord, Jesus Christ.

Responsibilities

Accounting, General Ledger, Administration and Operations

- Supervise accounting activities to ensure proper training and performance of the accounting staff.
- Oversee AP processing - approving invoices, monitoring funding sources, and payment timeliness.
- Oversee Payroll processing and understand all payroll data – ensuring funding and reviewing payroll reports for accuracy.
- Oversee Accounts Receivable processing for timely invoicing and deposit processing, collection concerns and recommendation of adjustments.
- Review and ensure application of appropriate internal controls in the diocese, parishes, and schools.
- Prepare monthly and annual financial statements.
- Ensure timeliness and accuracy of financial and management reporting data for lenders, grantors, committees, and any and all other requests for financial reporting.
- Review and/ or prepare all month-end closing activities including general ledger accounts, balance sheet accounts, cost allocations and source/use of restricted assets.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Hire, develop and manage accounting staff.
- Manage preparation and support of all external audits, serving as a key point of contact for external auditors.

- Provide oversight of and support to diocesan parishes and schools to ensure timely and accurate accounting, as well as proper internal controls.

Treasury Management

- Manage cash flow forecasting and planning to ensure funds availability.
- Review cash requirements and approve transactions for payment processing.
- Monitor and manage transfers between funding sources.
- Oversee cash, investments and work with the Investment Committee and CFO assisting in the assessment of banking relationships and investment options.
- Understand all lending arrangements of the Diocesan Savings & Loan program and monitor compliance.
- Ensure all bank, credit card and investment accounts are reconciled on a timely basis and any unusual activity is promptly investigated and reported.

Financial Analysis, Budgeting and Forecasting

- Prepare and present monthly financial reports.
- Review and analyze monthly financial results with Archdiocesan leadership.
- Identify, develop, and execute financial analysis of business initiatives.
- Develop and maintain the annual operating and capital budgets.
- Participate in meetings/ calls with Banks, Vendors and the Leadership Team.
- Work to negotiate and obtain favorable pricing and terms with Vendors.

Qualifications

- Bachelor's degree in accounting, Masters preferred.
- CPA Required
- 10+ years total accounting or finance experience. Experience in a non-profit organization preferred, including knowledge, and understanding of non-profit GAAP.
- 5+ years supervisory experience required.
- Experience managing and or upgrading accounting systems. Systems implementation experience preferred.
- Strong communication and presentation skills
- Willingness to understand and respect the practices of the Catholic faith.
- Proven history to serve as a working leader.
- Ability to maintain confidentiality.
- Excellent Excel™ and all Microsoft Office programs

Suitable candidates should submit cover letter, salary expectation, and resume to Human Resources via email to: resume@archgh.org with Controller on the subject line.