



Diocese of Springfield in Illinois

Catholic Pastoral Center

Job Title: Controller
Division/Department: Office for Finance and Administration
Reports to: Director, Office for Finance and Administration
FLSA Status: Exempt
Prepared Date: January 2022 **Revised:** July 2022

POSITION SUMMARY:

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Controller manages the accounting functions and staff, which has responsibility for all financial reporting, accounting systems and internal controls, the annual budgeting process, financial statement audits, tax compliance, payroll, and banking treasury operations. The Controller also assists with defining diocesan policies as well as supports short and long-term operational strategies.

ESSENTIAL FUNCTIONS:

- Evaluate, update, and develop accounting policies to ensure compliance with generally accepted accounting principles
- Evaluate and update accounting systems, procedures, and practices, including the development and maintenance of systems of internal accounting controls to ensure adherence to diocesan accounting policies
- Ensure the proper recording (including drafting appropriate journal entries), summarization and reporting of all financial activity of the Chancery and all diocesan-level entities
- Review monthly financial closings and statements, including appropriate commentary and account analyses, as well as substantiation of month-end amounts.
- Manage the preparation of statistics for financial statements, including the analysis and reporting of results to provide forecasts, identify problem areas, and make specific recommendations for solutions/improvement
- Prepare appropriate council and committee financial reporting and commentary
- Ensure compliance with financial terms of grants and contractual obligations of the diocese
- Ensure compliance with record keeping and reporting requirements of Federal and State laws, including compliance with Internal Revenue Service, the Illinois Dept of Revenue regulations, and Canon Law
- Manage the database technology used for fundraising, general accounting, accounts payable, accounts receivable, payroll, and expense reimbursements
- Manage the treasury function for all banking and investment relationships

Job Description: Controller, Office for Finance and Administration

- Coordinate the annual budgeting process
- Coordinate the annual audit and preparation of the annual financial statements and footnotes
- Coordinate various tax returns preparation and filing
- Proficiently and accurately maintain records in compliance with diocesan retention policies
- Supervise, train, and evaluate accounting staff

OTHER RESPONSIBILITIES FOR CONTROLLER:

- Provide financial guidance to pastors, parishes, and schools
- Review and approve purchases as required
- Lead departmental projects as needed, including department RFPs, integration, and team training of new accounting systems
- Other duties as assigned

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's Degree in Accounting with CPA required.
- Ten years' experience in accounting, internal auditing, and/or as controller preferred.
- Thorough knowledge of budgeting principles and practices, internal control systems, tax related legislation, treasury management, financial reporting methodologies, and of generally accepted principles as promulgated by the Financial Accounting Standards Board (GAAP).

REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS

- Practicing Catholic in full communion with the teachings of the Church
- Strong verbal, written, analytical and people skills
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- Able to perform job responsibilities maintaining a high degree of accuracy as well as confidentiality
- Proven ability to solve problems and make effective decisions
- Proficient with computerized, standard accounting software packages and ability to train other individuals to use the software
- Ability to work independently as well as with a team
- Effective communication skills and interpersonal skills
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Willingness to work collaboratively in a team-oriented environment
- Valid driver's license

To apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.