

**Job Description**

|  |  |  |
| --- | --- | --- |
| Title: Controller | FLSA: Exempt | Full Time/Part Time: Full Time |
| Supervisory Role: Yes | Effective Date: 01/01/2025 | Revised Date: 12/16/24 |
| Approved By: Board of Directors | Division: Administration & Finance |

**Company**

Marketplace Chaplains is a non-profit that is the largest and longest continuing provider of workplace chaplains to corporate America today. This rapidly growing ministry currently provides over 2,000 chaplains across North America, providing personal care for more to more than one million employees and family members.

**Position Summary**

The Controller will provide leadership regarding all control-related financial reporting and consolidation to meet monthly and quarterly financial reporting requirements. The Controller is responsible for directing the fiscal functions of the region in accordance with generally accepted accounting principles -- across costing, financial controls, cash management, etc. -- driving more discipline, accountability, and analytic foresight regarding cost effectiveness, margin management and overall profitable business growth. As the executive who is responsible for managing financial reporting, cash management, general ledger, planning and budgeting, this position requires excellent interpersonal and leadership skills and the ability to prioritize multiple tasks and to meet deadlines as a proactive business partner working with the executive team.

**Essential Functions and Responsibilities**

* Upholds the Mission, Vision, and Core Values of Marketplace Chaplains in day-to-day activities.
* Plans, organizes, coordinates, and evaluates the financial function and performance of the organization, including budgeting, receipt of revenue, expenditure of funds, and conservation of assets in collaboration with the CFO.
* Drives current processes and systems which will support future growth ensuring the organization is proactive versus reactionary.
* Manages the approval and processing of revenue, expenditure, and departmental budgets, ledger and account maintenance and data entry, ensuring compliance with state, and federal policies and regulations, while maintaining appropriate internal control safeguards.
* Develops, interprets, implements, and coordinates best practice finance, accounting, billing, and auditing procedures.
* Manages the preparation of financial statements, financial reports, special analyses, and information reports as needed; presents recommendations for programmatic and fiscal changes.
* Manages accounts receivable aging by reducing overdue receivables through proactive collections strategies.
* Enhances and/or develops, implements, and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization.
* Evaluates and recommends changes in client rate structures and conducts detailed cost analysis for strategic decision making.
* Develops, and directs the implementation of strategic business and/or operational plans, projects, programs, and systems, as appropriate to the objectives of the unit.
* Participates in the organization’s plans and programs as a strategic partner.
* Performs other job-related duties as assigned.

**Supervisory Responsibilities**

Oversees Accounting & Finance team.

**Requirements**

1. A professional of the highest personal integrity who honors his or her commitments and always strives for excellence with a desire to join a faith-based organization.
2. Bachelor’s degree in accounting, Certified Public Accountant, 10 years of experience, with prior experience as a Controller or Senior Accounting Manager for a business, subsidiary, or business unit.
3. Controller experience defining, planning, developing, organizing, implementing, and directing corporate accounting practices.
4. Strong grounding in accounting, processes, control, and audit functions with earlier experience in a “Big 4” or regional accounting firm preferred.
5. Results-oriented with a proven track record of implementing financial policies and procedures to improve accuracy and efficiency in reporting.
6. Demonstrated knowledge of GAAP is a must.
7. Working knowledge of all financial and business management functions including accounts receivable, accounts payable, treasury, tax, audit preparation, general ledger management, financial planning & analysis, and governance.
8. Experience with cash management, debt service, lender relationships, KPI development and deployment.
9. Collaborative team member with the ability to supervise and train assigned staff and/or lead teams.
10. Ability to interact professionally with diplomacy, patience, and courtesy with diverse groups and front-line operators.
11. Excellent written and oral communication skills.
12. Demonstrated strategic and analytical thinking skill sets.
13. Capable of managing a heavy workload, with demonstrated experience in a fast paced, high-volume environment. Must be able to adjust priorities quickly, multitask and proactively seek projects to drive profitability.
14. Proficient in Excel, PowerPoint, and Word, Workday experience is preferred.
15. Demonstrated computer proficiency using Google Suites, Microsoft Office/365, or other equivalent software, internet, email messaging, and web-based software applications.

**Work Environment**

This position operates in a professional air-conditioned office environment with exposure to fluorescent and LED lighting as well as VDT illumination. Noise levels are low to moderate.

**Conditions of Employment**

Must pass a pre-employment background check.

This role is not generally eligible for remote work, telecommuting, virtual or home-based work.

**Physical Demands**

* Ability to lift and carry up to 15 lbs. at a time.
* Ability to sit for long periods, sometimes up to 3 ½ hours at a time.
* Ability to make repetitive substantial movements (motions) of the wrists, hands, arms, and/or fingers.
* Ability to communicate in written or verbal modalities to serve the internal and external customer.
* Ability to stoop, kneel, bend, walk, stand and move about intermittently throughout the day to retrieve documents and collaborate with others.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I understand and agree that my signature does not create, nor is intended to create a promise of continued employment and that my employment is at-will, which may be terminated at the will of either party. I acknowledge that the company retains the right to adjust and rewrite the job description at any time without prior notice.

I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Signature Date

Supervisor Signature Date