



**Job Description**

Title: Controller	FLSA: Exempt	Full Time/Part Time: Full Time
Supervisory Role: Yes	Effective Date: 01/01/2025	Revised Date: 2/10/25
Approved By: Board of Directors		Division: Administration & Finance

**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 organization 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. The Controller position reports to the CFO.

**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.
- As directed by the CFO, provides direction for finance and accounting operations. Makes quality decisions to ensure the fiscal health of the organization.
- 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 department 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 finance, accounting, billing, and auditing procedures. Responsible for all AP/AR functions. Ensures all reasonable discounts are taken on AP, monitors AR Aging Report and works with operations management to ensure proactive collections strategies are successfully implemented.
- Manages the preparation of financial statements, financial reports, special analyses, and information reports as needed; presents recommendations for programmatic and fiscal changes
- Ensures records systems are maintained in accordance with generally accepted auditing standards.
- 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 miscellaneous job-related duties as assigned.

**Supervisory Responsibilities**

Supervises 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, 5 years of experience in public accounting or 10 years of experience, with prior experience as a Controller or Accounting Manager for a business, subsidiary, or business unit.
3. Certified Public Accountant is preferred but not required.
4. Experience defining, planning, developing, organizing, implementing, and directing corporate accounting practices.
5. Strong grounding in accounting, processes, control, and audit functions with earlier experience in a "Big 4" or regional accounting firm is preferred. Results-oriented with a proven track record of implementing financial policies and procedures to improve accuracy and efficiency in reporting.
6. 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.
7. Knowledge of current trends and developments in financial and accounting practices.
8. Demonstrated knowledge of GAAP is required. Knowledge and understanding of policies, federal and state regulations as they apply to accounting and financial activities.
9. Experience with cash management, debt service, lender relationships, KPI development and deployment is preferred.
10. Collaborative team member with the ability to supervise and train assigned staff and/or lead teams.
11. Ability to interact professionally with diplomacy, patience, and courtesy with diverse groups and front-line operators.
12. Excellent written and oral communication skills.
13. Demonstrated strategic and analytical thinking skills.
14. 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.
15. Demonstrated computer proficiency using Excel, Word, Microsoft Office/365, or other equivalent software, internet, email messaging, and web-based software applications.
16. Experience with Workday accounting software is preferred but not required.

## 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 20 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.

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Employee Signature

Date

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Supervisor Signature

Date