



**Episcopal Diocese**  
**of San Diego**  
**FEARLESS LOVE**

## **Controller**

### **Position Description**

**Summary:** Reporting to the chief financial officer, the controller implements the day-to-day accounting practices of the Episcopal Diocese of San Diego. The controller is responsible for the management of fiscal records including but not limited to the general ledger, budget preparation and monitoring, accounts receivable, accounts payable, fixed and net assets, and loan administration. The diocese currently uses QuickBooks On-line and will be moving to a fund accounting system.

<b>Reports to:</b>	Treasurer and Chief Financial Officer
<b>Classification:</b>	Exempt
<b>Status:</b>	Part-time 26 hours/week (¾ time)
<b>Salary Range:</b>	\$60,000-\$70,000
<b>Benefits:</b>	Health, Dental, Life and Pension Eligible

#### **Areas of Responsibility:**

- Oversee the day-to-day accounting operations
- Prepare for the annual audit by producing schedules and reply to requests for information from the auditors
- Oversee tracking of required reports from the congregations, including monitoring financial statements to determine if there are any areas of concern, including conducting targeted diocesan reviews
- Ensure compliance in workers' compensation, property tax payment by missions, legal forms, religious exemption forms and payment of sales and use taxes
- Aid in the preparation of the yearly budgets
- Oversee and conduct business reviews for congregations in transition
- Support and assist various committees, including executive council, the budget, audit, and property committees
- Work with and help train the current accounting assistant
- Aid in the conversion to a new fund accounting software
- Consult with the treasurer in all accounting matters

#### **Transactions:**

- Ensure that accounts receivable are collected promptly
- Manage the chart of accounts including journal entries
- Maintain a system of controls over accounting transactions
- Perform and manage the monthly close procedures including reconciliations, work paper preparation, and variance analysis

**Reporting:**

- Issue timely and complete financial statements
- Recommend benchmarks against which to measure the performance of accounting operations
- Calculate and issue financial and operating metrics
- Participate in the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Assist the Budget Committee in the production of the annual budget

**Compliance:**

- Coordinate the provision of information to external auditors for the annual audit
- Comply with local, state, and federal government reporting requirements and tax filings

**Required Qualifications:**

- Strong analytical and problem-solving skills
- Strong organizational skills
- Proficient in non-profit accounting and related regulations and pronouncements
- Self-motivated person with the ability to work independently
- Excellent written and oral communication and interpersonal skills with customer service focus
- Ability to work collaboratively with all levels of staff, volunteers, and church personnel
- Detail oriented, organized, deadline focused and driven, and able to multitask
- Proactive and motivated, with the ability to work in a dynamic, fast paced environment

**Education/Knowledge/Experience:**

A qualified candidate for this role has an undergraduate degree in accounting and 5+ years of accounting experience in a similar role, preferably in a non-profit organization or religious institution. Oral and written Spanish language skills are desirable.

**Certificates and Licenses:**

C.P.A. or accounting degree is desirable.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in Microsoft Office Suite especially advanced Excel and have experience with fund accounting software and QuickBooks Online.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel. The employee is routinely required to stand and walk.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the office work environment is usually quiet to moderate.

Working remotely from home is expected during the COVID-19 pandemic but may be possible afterwards as well.

**Applications:**

Please apply by sending cover letter and resume to The Rev. Kirby Smith at [ksmith@edsd.org](mailto:ksmith@edsd.org) or to Human Resources, Episcopal Diocese of San Diego, 2083 Sunset Cliffs Boulevard, San Diego, CA 92107.

*The Episcopal Diocese of San Diego is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*