



619.291.5947
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2083 Sunset Cliffs Blvd.
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Controller

Summary: The Controller is a senior finance leader responsible for the integrity of financial operations, the quality of financial reporting, and the stewardship of diocesan resources. Reporting to the Chief Financial Officer, this role leads core accounting functions, strengthens internal controls, supports audit and regulatory compliance, and provides trusted financial guidance to diocesan leadership and congregations. The Controller is also expected to advance consistency, accountability, and continuous improvement across financial practices and systems. The diocese currently uses Sage Intacct, QuickBooks, ADP, and Pushpay.

Reports to: Chief Financial Officer

Supervises: Accountant

Classification: Exempt

Schedule: Full-time (35 hours/week); on-site

Compensation: \$90,000-\$100,000

Benefits: This position is benefits-eligible; additional details are available in the [employee benefits overview](#).

Key Responsibilities:

- Lead the accounting function and ensure the accuracy, completeness, and integrity of the diocese's financial records, reporting processes, and core close activities.
- Deliver timely financial reporting, budget support, and analysis that strengthen decision-making for diocesan leadership.
- Strengthen internal controls, accounting policies, and operating discipline to promote compliance, consistency, and sound stewardship.
- Lead audit readiness and support tax, grant, and regulatory reporting requirements across the organization.
- Serve as a trusted financial advisor to congregations by providing guidance on controls, reporting practices, and diocesan financial policies.
- Supervise the Accountant and help build an effective, accountable finance operation through strong oversight, prioritization, and process improvement.

Required Qualifications:

- Bachelor's degree in Accounting or Finance.
- Seven or more years of progressive accounting experience, including leadership responsibility across core accounting operations and financial reporting.
- Strong knowledge of GAAP and nonprofit financial reporting standards.
- Demonstrated strength in analysis, judgment, organization, and managing multiple priorities with accuracy and accountability.



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- Excellent communication skills, advanced Excel capability, and proficiency with Microsoft Office applications.

Preferred Qualifications:

- Experience in nonprofit, church, or other mission-driven organizations, including fund accounting and accounting for restricted and unrestricted contributions, net assets, endowments, and investments.
- Internal audit or external audit experience.

Organizational Fit:

- Commitment to serving in a mission-oriented religious organization; the successful candidate need not be Episcopalian.

To Apply:

- To apply for this position, please fill out the form found here: <https://www.linkedin.com/jobs/view/4415937658/>.