Position: opening 8/6/20, closing 8/28/20

Job title: Controller

Job description:
From an idea in 1999 to what is now America's largest publisher of Catholic magazines, FAITH Catholic is a creative services nonprofit company located in Lansing, Mich. We are looking for a controller who is not afraid to roll up his or her sleeves to conduct and oversee the accounting functions of our fast-growing organization. FAITH Catholic serves 61 clients across the United States and Canada with custom publishing services, marketing services, web design and web hosting services. FAITH Catholic’s parish products are purchased by nearly half of U.S. Catholic parishes. According to Gallup Q12 employee surveys, FAITH Catholic scored in the top 1% of all companies for creating a highly engaged workforce and positive workplace environment. We are looking for an experienced CPA who can manage our accounting, oversee our finance department, create reports for department heads, oversee the budget process and monitor financial performance. The controller will serve on the management team and report directly to the CEO. We at FAITH are proud to offer a rewarding work environment, generous time off, a competitive wage, excellent health and pension benefits, free Starbucks coffee and more!

Reports to: President/CEO

Classification: Full-Time, Exempt

Job Location: Corporate office: 1500 E. Saginaw St., Lansing, MI 48906. Due to the pandemic, this position will start as a work-from-home position.

Essential Functions and Responsibilities:

- Provides day-to-day management of FAITH Catholic’s accounting functions, such as payroll, accounts payable, draw-downs, etc.
- Serves on the management team.
- Supervises three finance and accounting staff members, communicates expectations as well as monitoring performance; authorizes all entries to the accounting system; verifies entries for accuracy and proper classification. Reconciles all balance sheet accounts prior to monthly close.
- Works closely with the management team to create and revise budgets based on actual performance.
- Develops annual company-wide budget; monitors spending in compliance with budgets and produces forecasts for each business unit.
- Oversees the preparation of budgets for client proposals and other requests for funding pursuant to the requirements of the funding entity; monitors budgets to ensure that expenditure of funds is consistent with the budget and notifies the CEO of any material discrepancy; oversees the preparation of necessary fiscal reports for functional and revenue categories.
- Maintains and implements internal policies, procedures, and controls in compliance with GAAP.
- Provides CEO, directors, and managers with timely and accurate monthly revenue and expense reports with each functional and revenue category showing period-to-date actual vs. budget amounts.
● Attends meetings of the board of directors and presents financial reports to the board, including annual budget, annual audited and interim financial statements.
● Manages all local, state and federal filings, such as tax forms and the payment of sales taxes to states, annual corporation filings, trademark filings and monitoring of the corporation’s credit ranking.
● Supervise the relationship with the Michigan Catholic Conference, the organization that oversees administration of 403(b) plan, insurance benefits, and elective pre-tax plans.
● Maintains accounting system and authorizes changes to accounts structure.
● Manages bank accounts and monitors cash resources.
● Prepares annual cost allocation plan.
● Manages annual audit; reconciles discrepancies, prepares reports, and resolves procedural problems; performs periodic audits internal accounting.
● Works with insurer, Michigan Catholic Conference, to determine liability insurance needs; monitors policies.
● Supports and trains department directors in the areas of business management, budgets, contracts, invoicing and financial reporting. Takes an active role in collaborating with and educating organization’s staff on accounting issues.
● Ensures that spending and management of funds is consistent with the regulatory and other requirements of the funding entity and with all organizational policies and procedures.
● Ensures that all fiscal activities are performed in accordance with all applicable laws and regulations, and with all applicable organizational policies and procedures.
● Recommends updates to Accounting Manual as necessary, and recommends and implements changes to improve organization’s system of internal fiscal controls.
● Takes an active role in collaborating with and educating organization’s staff on accounting issues.
● Recommends control improvements by researching and interpreting accounting policies and legal regulations.
● Monitors systems to assure compliance with fiscal internal requirements and federal regulations.
● Maintains required job knowledge, skills, and abilities.
● Complies with the regulations and professional ethics of the AICPA and state accounting society.
● Adopts and advances FAITH Catholic’s corporate culture that is consistent with Catholic teaching.
● Adopts and advances the Gallup management methodology used at FAITH Catholic.
● Performs other duties as assigned by president CEO or vice president.

Knowledge, Skills and Abilities:

● Leadership, drive to succeed
● Ownership/Accountability
● Problem solving/Decision making
● Communication
● Organizational skills
● Building partnerships
● Technology
● Excellent spreadsheet skills
● Database expertise
● Interpersonal communication skills
● Confidentiality and discretion

Education and Experience:

● Required: Bachelor’s degree in accounting, CPA.
● Required: 3+ years of staff management experience.
● Preferred: 5+ years relevant experience including Advantage or other accounting software
● Preferred: Master’s degree or equivalent knowledge obtained through experience
● State/federal nonprofit filings experience: 3 years
● Familiar with Catholicism and comfortable advancing Catholicism.

Ability to Travel: Minimal

Performance Measures:

● FAITH Catholic uses the Gallup management method, including strengths-based assessments, performance reviews and staff engagement assessments.

Job Type: Full-time (exempt)

● This is a full-time salaried position, which means it is not eligible for overtime pay. Normal working hours are from 8:00 a.m. to 4:30 p.m. with a one-hour lunch between noon and 1 p.m.

Benefits:

This position has 4 weeks paid vacation, 5 personal days, paid holidays, unemployment compensation, dental coverage, disability and income protection, medical insurance (note: dental and medical coverage have employee premium sharing), sick leave, company-paid defined-benefit pension plan, prescription co-pay and group life insurance.

COVID-19 considerations:

Currently, FAITH Catholic offices are closed to staff and visitors indefinitely. This position will be designated “essential” for in-office work, which will allow access to the corporate office as needed. For all other duties, work is to be conducted at home until the office reopens. At that time, all staff would be required to return to the office for work, unless permission is given for partial or total work-from-home.