



Job Description

Job Title: Controller

Reports To: Conference Treasurer/Director of Administrative Services

Status: Exempt

Classification: Full-time

Position Overview: The **Conference Controller** plays a key leadership role in managing the financial activities of the Tennessee-Western Kentucky Conference, ensuring fiscal responsibility, transparency, and the integrity of financial data. This position is responsible for organizing and supervising financial processes, including accounting, accounts payable and receivable, fiscal controls, internal policies and procedures, annual audits, and comprehensive financial reporting. The Controller provides financial analyses and insights to support strategic decision-making and ensuring Conference accounting procedures conform to Generally Accepted Accounting Principles (GAAP) and United Methodist standards and practices. The Controller also engages in ministry support with, for, and on behalf of clergy, laity, and churches,

Key Responsibilities

I. Financial Reporting and Analysis:

- A. Manage all aspects of the organization's financial operations, including fiscal records.
- B. Prepare accurate and timely financial statements, reports, and analyses for internal and external stakeholders, including interim and final financial statements.
- C. Provide financial analysis and insights to support strategic decision-making by the leadership team.
- D. Assist in compiling data for the General Council on Finance and Administration.

II. Cash Management

- A. Monitor operating accounts and funds to ensure proper cash levels and financial stability.
- B. Advise the Treasurer and Conference Council on Finance & Administration on issues related to appropriate investment of cash for short and long term needs.

III. Audit and Internal Controls

- A. Coordinate and facilitate annual financial audits, working closely with external auditors to ensure a smooth and efficient process.
- B. Implement and maintain internal controls to safeguard the organization's assets and ensure the integrity of financial data.

IV. Budgeting and Financial Planning

- A. Direct and coordinate Conference financial planning and budget management functions.
- B. Collaborate with the Treasurer, department heads, and committee leadership to develop annual budgets and financial forecasts.
- C. Load the annual budget into the general ledger.

V. Compliance and Regulatory Reporting

- A. Ensure Conference accounting procedures conform to Generally Accepted Accounting Principles (GAAP) and United Methodist standards and practices, including the United Methodist Book of Discipline and the Tennessee-Western Kentucky Conference policies and rules.
- B. Ensure compliance with local, state, and federal budgetary reporting requirements, including tax regulations.
- C. Ensure compliance with grant requirements pertaining to financial obligations.
- D. Review all payroll tax reporting.
- E. Stay informed about relevant accounting standards and ensure compliance with all applicable laws and regulations governing nonprofit organizations.

VI. Accounting System Management

- A. Responsible for the integrity and operation of all computer applications relating to the accounting system.
- B. Design and manage all software applications and processes related to accounting in collaboration with the Treasurer.
- C. Maintain the Conference's system of accounts and keep books and records on all transactions and assets.
- D. Create and manage a list of fixed assets and determine depreciation rates to apply to capitalized items.

VII. Reconciliations

- A. Prepare monthly bank statement reconciliations, investment account reconciliations, and review payroll liabilities reconciliations.
- B. Review, reconcile, and enter credit card entries on a weekly basis.
- C. Collaborate with the Benefits & Data Management Specialist to reconcile direct billing receipts and arrearages.
- D. Prepare quarterly fixed asset reconciliations.

VIII. Accounts Payable and Receivable

- A. Oversee accounts payable and receivable processes.

- B. Approve invoices in the Conference Accounting System.
- C. Review accounts receivable and connectional commitment reports for churches that need follow-up by district offices.
- D. Review accounts payable and receivable reconciliations on a monthly basis.

IX. Administrative Support & Collaboration:

A. Committee Service:

- 1. Serve on and provide administrative support to the Conference Council on Finance & Administration.
- 2. Serve on other teams, committees, or boards as assigned.

B. General Office Assistance:

- 1. Regularly answer phone and email correspondence.
- 2. Provide support to clergy and treasurers needing assistance.

C. Office of Administrative Services Support

- 1. Serve as backup for Office of Administrative Services staff, including tasks related to payroll and benefits as needed.

D. Other duties as assigned.

Qualifications

● **Knowledge, Skills, and Abilities:**

- Strong working knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Strong quantitative, analytical, critical thinking, and problem solving skills.
- Able to initiate the work required each day without specifically being directed to do so and able to prioritize tasks for maximum efficiency.
- Organized, detail-oriented, and persistent in finding solutions.
- Able to courteously and effectively communicate with clergy, local church staff, volunteers, and conference staff, demonstrating strong interpersonal skills.
- Able to hold confidence and appropriately handle confidential material and issues.
- Proficient in the use of accounting software; experience with Shelby Systems preferred.
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams, Google Workspace, Basecamp, and other software platforms.
- Able and willing to participate in the life of the Conference as part of the overall team, assisting in other areas as needed.
- Knowledge and familiarity with the United Methodist structure is preferred.

● **Education Requirements:**

- Bachelor's degree in accounting, business, or a related discipline.
- CPA preferred.

● **Work Experience:**

- A minimum of eight (8) years relevant experience in finance or accounting, preferably with non-profits.
 - Experience in audits required.
- **Physical Requirements:**
 - Frequently required to walk, sit, stand, talk, and hear. Occasionally required to climb or balance, stoop, kneel, or crouch. Must occasionally lift and/or move up to 25 pounds. Regularly required to communicate, digitally, in person, and by phone. Frequently required to remain stationary throughout the workday and operate a computer, and other office machinery such as a calculator, copy machine, and computer printer.
- **Work Environment:** The majority of the work may be remote, but some travel is required, including overnight travel. Ability to travel to Nashville as needed is required.