



# Financial Controller Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

**JOB TITLE:** Financial Controller

**FLSA STATUS:** Exempt

**DEPARTMENT:** Operations

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Director of Finance & HR

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every Member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for accurately maintaining Watermark Community Church's financial statements and overseeing all of the accounting to ensure books are kept in accordance with US GAAP. Other responsibilities include participating in annual budgeting process, working with external auditors, and being available to help staff with questions related to financial matters.

## ESSENTIAL SKILLS & EXPERIENCE:

- 3+ years experience in accounting required
- CPA required
- Excellent Microsoft Excel and project management skills
- Ability to think through problems and provide solutions
- Experience with Sage Intacct preferred

## POSITION RESPONSIBILITIES:

1. Weekly Duties
  - a. Oversee weekly processes for contributions and miscellaneous deposits and review and post weekly journal entries
  - b. Oversee weekly process for accounts payable and process ACH payments
  - c. Report and update Elders and lay-led Business Advisory Team (BAT) on weekly giving trends
2. Monthly Duties
  - a. Oversee month-end close process, including reviewing and posting journal entries, reviewing bank reconciliations, and ensuring accuracy and completeness of employee expenses
  - b. Responsible for accurate reporting of ministry Budget to Actuals as well as Designated Fund balances
  - c. Monitor bank accounts, selling stock contributions and transferring funds as necessary
3. Ongoing & As-Needed Duties
  - a. Work with the Finance Team to clean-up, organize, combine, and upload ministry budgets into Sage Intacct
  - b. Manage year-end close process by working closely with external auditors
  - c. Coordinate with Director of Finance & HR for miscellaneous projects and analysis

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Competent CPA
- Knowledgeable in financial matters
- Strategic thinker
- Task & goal-oriented
- Flexible and adaptable