



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: Finance

TIME REQUIREMENTS: Full Time

REPORTS TO: Director of Finance & HR

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Abiding in Jesus, we are making disciples together

POSITION SUMMARY: Responsible for managing Watermark's financial reporting and supervising the execution of accounting, finance, and internal control processes. Areas subject to oversight include weekly contributions and accounts payable, month-end and annual close of the general ledger, ministry and operational budgets, and the church's annual external audit.

ESSENTIAL SKILLS & EXPERIENCE:

- Bachelor's degree in accounting, finance, business administration, or a related field
- 4+ years experience in accounting required
- CPA strongly preferred
- Excellent Microsoft Excel and project management skills
- Experience with Sage Intacct and Pushpay preferred

POSITION RESPONSIBILITIES:

1. Weekly Duties
 - a. Oversee the execution of weekly accounting processes including those for contributions, deposits, and accounts payable
 - b. Review and post weekly journal entries to the general ledger in Sage Intacct
 - c. Monitor church banking activity and process check and ACH disbursements
 - d. Examine weekly reporting of giving trends for church leadership
2. Monthly Duties
 - a. Oversee month-end accounting close processes including those for journal entries, account reconciliations, and capital expenditures
 - b. Manage the execution of internal control procedures to ensure financial data is accurate and reliable
 - c. Lead the preparation of church financial reporting including ministry budget-to-actual expense analyses and operating summaries
3. Annual Duties
 - a. Direct year-end accounting close processes including those for financial statement issuance
 - b. Supervise the collection, organization, and finalization of ministry fiscal year budgets
 - c. Guide the annual external audit process and address requests timely
4. Ongoing / As Needed Duties
 - a. Research accounting areas for compliance, ensuring proper application and adherence to US GAAP
 - b. Support individual ministries and church members to address finance and budget related questions
 - c. Coordinate with the Director of Finance & HR on organizing and leading team projects and assessments

DIRECT REPORTS: Accounting Coordinator, Finance Coordinator

MARKERS OF AN IDEAL CANDIDATE:

- Competent CPA
- Knowledgeable in accounting and financial matters
- Project manager
- Strategic thinker
- Task/Goal oriented