

DIOCESE OF SAINT JOHN

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Manager – Finance and Administration

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Controller Position

The Diocese of Saint John is seeking to hire a Controller.

The position of Controller for the Diocese of Saint John will be a combination of roles, with some administrative duties as well as the traditional duties of the Controller position. Reporting to the Manager of Finance and Administration and the Episcopal Vicar for Temporal Affairs this position plays a key role within the Finance Department team. The following are the responsibilities of the Controller position:

Responsible for all Accounts payable and receivable functions including postings and collections/deposits, the related HST filings from activities and monthly Diocesan billings and rental operations;

Responsible for all payroll functions including managing benefit programs which include pension funds and medical plan and the remittance of payroll taxes to the respective government authorities;

Responsible for banking functions including monthly reconciliations, deposits and issuance of payments;

Assist Catholic parishes with questions/concerns on accounting matters and be a resource that parish staff and clergy can rely upon for guidance and advice.

Assist the Manager of Finance and Administration with coordinating insurance program, the annual budgeting process, preparation of quarterly and annual financial statements for the organization's Finance Council, preparation of working papers as part of the annual audit process, responsibility of minutes for board meetings as well as current conversion to a paperless office;

The organization uses Quickbooks as its accounting software package and the Controller will maintain all records with this software thus previous knowledge of Quickbooks will be a vital part of the experience.

We seek an individual that has a minimum of 7-10 years in a similar Controller position that is comfortable and reliable working on their own as well as working in a team environment and self-motivated to seek changes for the betterment of the organization. The individual will be well organized, detail oriented, will have the ability to handle multiple demands, excellent oral and written communication skills, and strong analytical skills. Experience operating as a Controller or similar position in a not for profit/charitable organization is necessary for the position. The Diocese offers a competitive salary and benefit package that will be consummate with experience.

Please forward resumes to Charles Somers, CPA, CA csomers@dioceseofsaintjohn.org. We will be accepting resumes until January 31, 2021. We thank everyone for applying but only those that are selected for an interview will be contacted.