POSITION TITLE: Controller
AGENCY: Finance Office | **LOCATION:** Blanchette Catholic Center; diocesan travel required
REPORTS TO: Chief Financial Officer
POSITION: Full-time, Exempt

DIRECT REPORTS / FUNCTIONS:
Diocesan & Cemeteries Accounting Manager; Parish Finance Accounting Manager

JOB SUMMARY

The Controller is responsible for all accounting, financial reporting, compliance, audit coordination, accounting policy, and internal control activities for diocesan and cemeteries operations and parish accounting functions. The role works collaboratively with the finance office, Chief Operating Officer (COO), diocesan and cemetery management, parish management and external and parish internal audit to enhance financial governance, accuracy and transparency for the diocesan and parish financial statements.

DUTIES & RESPONSIBILITIES

- Lead accounting operations and close processes.
- Prepare diocesan financial statements.
- Develop and maintain accounting policies and procedures for the diocese and its parishes in collaboration with the CFO, ensuring the policies align with the Bishop's governance objectives and generally accepted accounting principles.
- Coordinate audits and financial reporting of the diocese and its parishes along with any regulatory requirements.
- Oversee and direct the work of accounting managers and parish accounting services.
- Ensure strong internal controls.
- Support implementation of financial systems for the diocese and its parishes.
- Identify, develop, and implement process improvements in financial accounting, reporting and operations.
- Work directly with and support the Chief Financial Officer (CFO).
- Collaborate with other finance office functions to ensure alignment with budget activities, finance office transaction work, parish capital projects and loan requirements, and other matters as needed.
- Ensure appropriate staffing, workflow, segregation of duties, and cross-training within accounting functions.
- Support the mission, philosophy, objectives, and policies of the Roman Catholic Church and the Diocese of Joliet.
- Establish clear expectations, promote professional development, and support a culture of accountability, collaboration, and continuous improvement.

OTHER DUTIES & RESPONSIBILITIES

- Complete various ad-hoc projects assigned.
- Perform additional duties as required.

QUALIFICATIONS

- Bachelor's degree in accounting required.
- Strong knowledge of GAAP, financial reporting, and internal controls.

- Certified Public Accountant (CPA) strongly preferred.
- Minimum of 10 years of accounting management experience.
- Previous experience with auditing and preparation of financial statements.
- Experience in managing external and internal auditors.
- Knowledge of accounting software including financial reporting and general ledger (Acumatica is a plus).
- Strong proficiency with Microsoft Excel and Word required; PowerPoint preferred and is a plus.
- Must possess strong written and verbal communication skills.
- Experience leading, supervising, and developing accounting personnel.
- Experience working in a nonprofit, religious, parish, cemetery or other multi-entity environment is preferred.
- Ability to maintain confidentiality and exercise sound professional judgement when handling sensitive financial information.

WORKING CONDITIONS

- Full-time, exempt, benefited.
- This position requires travel throughout the Diocese of Joliet, which entails some evening and weekend activity.
- As an executive position, flexibility of schedule and reliable transportation are required.
- Office hours are Monday – Thursday, 8:00 a.m. – 4:30 p.m.; Friday, 8:00 a.m. – 1:00 p.m.

SALARY

Annual salary range for this position is $110,000 - $125,000, depending upon experience and qualifications.

BENEFITS

Benefits: We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule approved for Blanchette Catholic Center.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Apply today to be considered for this amazing opportunity with the Finance Office at the Diocese of Joliet. Please send a resume, cover letter, and references to humanresources@dioceseofjoliet.org. No phone calls please.