

# COMPTROLLER

<b>Location:</b>	Church Campus, 3562 Flat Shoals Rd., Decatur, GA
<b>Reports To:</b>	Director of Operations/Senior Pastor
<b>Supervisory Responsibility:</b>	Yes
<b>Salary Range:</b>	\$110,000-125,000 annually (based on experience and qualifications)
<b>Type of Position:</b>	Full-time, On-site

## About New Life

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

## About the Position

The Comptroller's responsibilities include providing strong leadership and management of a team of financial accountants in reconciling account balances and bank statements, maintaining general ledger, preparing month-end close procedures. A successful Comptroller combines excellent leadership and analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

The Comptroller duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

### Responsibilities:

- Verify, allocate, post, and reconcile accounts payable, receivable, and all other balance sheet accounts (i.e. prepaid expenses, intercompany, etc.)
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on the use and integration of financial management software
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Manage the financial aspects of grants, providing accurate and timely reporting
- Participate in setting financial standards and in the forecast process
- Provide input into the department's goal-setting process
- Prepare full financial statements for pastor, elders and staff on a monthly basis
- Oversee yearly budgeting process including revenue forecasting, departmental budgeting, and approved consolidated budget by end of preceding year
- Assist with tax audits and tax returns

- Direct internal and external audits to ensure compliance
- Plan, assign, and review staff's work
- Support month-end and year-end close processes
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Liaise with Director of Operations to improve financial procedures
- Participate in continuing education and networking to stay up to date with latest not for profit compliance issues and current best practices
- Work with banks and lenders to produce error free information, as requested
- Direct short term financial projects as needed

#### Education, Experience, and Qualifications:

- Profess a personal faith in Jesus Christ as Lord and Savior.
- Hold a bachelor's degree in accounting, Finance or related field with at least five (5) years of pertinent experience. Master's degree in accounting, preferred.
- Experience working in accounting or financial management within nonprofit organizations.
- Knowledge of tax regulations relevant to nonprofit entities and churches to ensure compliance with local and federal laws.
- Knowledge of GAAP principles and tax regulations relevant to nonprofit entities ensures compliance with legal requirements and best practices in financial reporting.
- Demonstrate an unwavering commitment to detail, accuracy, and the timely completion of job duties and responsibilities.
- Interpersonal Skills: Effective communication and collaboration skills are necessary for interacting with church leadership, staff, auditors, and external stakeholders.
- Possess robust quantitative and technical/computer skills, with proficiency in Microsoft Excel.
- Exhibit advanced computer proficiency.
- Display proficiency in Microsoft Office Suite.
- Possess experience with AP automatic systems and Sage Intacct, considered a valuable asset.
- Operate effectively both independently and as a team member, characterized by a strong work ethic, excellent organizational skills, and proficient time management abilities.
- Exhibit the capability to work autonomously or within a team-oriented environment to achieve common goals, objectives, and deadlines.
- Collaborate effectively with staff and management at all levels.