

Catholic Charities of the Diocese of Arlington

Job Title: Controller

Job Status: 40 Hours per week; Exempt

Starting Salary: \$118,750.00

We invite you to copy this link into your browser to see what Catholic Charities is about!

<https://www.youtube.com/watch?v=4zuY-TkMXM>

Summary:

Catholic Charities, Diocese of Arlington, serves as the charitable arm of the Diocese, feeds the hungry, heals the sick, cares for the elderly and houses the homeless through 21 ministries within 21 counties and seven cities. Its work depends on a dedicated staff and collaboration with partner parishes and parishioners, a broad volunteer network, and generous donors who support the mission

Reporting to the Chief Financial Officer (CFO), the Controller will be responsible for direct oversight of accounting, budget/forecasting, audit and reporting activities, grant management and compliance as well as periodic presentations to the board and finance committee. The Controller work closely with the senior leadership team.

The Controller oversees the Finance team including functional responsibility over accounting, accounts payable, accounts receivable, pension plan and grants administration. The Controller will ensure that CCDA has the systems and procedures in place to support effective program implementation and foster an effective control environment for the organization. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, will partner with the CFO, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

Key Responsibilities:

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements by providing appropriate supervision and training to all accounting and finance staff.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Maintain and communicate internal controls and compliance requirements for federal and state programs, including: payroll and timekeeping, budget,

allowable and unallowable costs, and proper cost allocation methodologies for federal and all other grant awards. Demonstrate knowledge and educate staff on the Code of Federal Regulations.

- Manages annual audit process by working with the independent auditing firm and prepares audit report, including the financial statements. Update financial reporting mapping and financial statement frameworks and presentations with current GAAP and audit standards.
- Ensure timely distribution of monthly, quarterly, and annual financial reports for internal and external users. Conduct variance analysis linking to relevant operational data; monitor progress and changes and keep senior leadership abreast of CCDA's financial status.
- Lead CCDA's annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Supervise and approve weekly and daily client Check Runs prepared by the Accounting Coordinator and review accuracy of general ledger postings
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Timely submit Federal Grant Billings and reporting (\$6 Million in grants and awards) and collate financial reporting materials for government, corporate, and foundation grants.
- Timely completion of federal and state filings: Form 990, state registration, sales tax-exemption, IRS 1098-c.
- Support the CFO in engaging the board and finance committee around issues and trends in accounting and financial management.

Education and Experience:

- Bachelor's degree in accounting or related field required
- CPA required or MBA/MS in Accountancy with relevant experience
- Minimum of seven years' relevant experience in accounting, audit, contract/grant management and processing (billing and reporting) and at least 3 years supervisory experience
- High Proficiency in MS Excel is required. Strong skill in MS Word, PowerPoint and Adobe Acrobat.
- A proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance
- Strong interpersonal, communication skills and leadership skills to strengthen internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment. Experience in effectively communicating key data, including presentations to senior management, board or other outside partners

- Solid experience coordinating audit activities including A133 Single Audits as well as, budget development and analysis, financial reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software preferred
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation vs. simple reporting
- Great Plains, Bi360, Full-Circle Budgeting, and Management Reporter exposure a plus.
- Must be willing to uphold Catholic moral and social justice teachings in the workplace.

- Dedicated Private Office located at 200 N Glebe Road, Arlington, VA.
- Onsite work required for staff supervision and accounting management and grant coordination.
- Onsite free parking.
- Full service concierge building with Metro Shuttle available
- Telework after initial 90 day training period: One telework day per week with an additional floating day available.

BENEFITS: Vacation, Sick, 15 Paid Holidays, Medical, Dental, Vision, Employee Assistance Program, Pension, Diocesan Tuition Reimbursement K-12 after 1 year, Education Assistance after 1 year

To view our benefit offerings:*

<https://www.arlingtondiocese.org/human-resources/what-we-do/>

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.