

FREE METHODIST WORLD MINISTRIES CENTER JOB DESCRIPTION

CONTROLLER (Remote or Onsite)

Ready to make a difference? As an exciting Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

JOB SUMMARY

The position provides professional financial services to and for the World Ministries Center. The scope of service is only limited by the boundaries set by the Board of Administration of the Free Methodist Church USA for the Finance team and the director of finance.

The Controller is always looking for new and better delivery methods for information, user education about what the information means, and additional services as circumstances change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily/Ongoing
 - Assemble documented processes into accounting manual. Document any undocumented systems and maintain the same
 - Create standardized format
 - Include standard for mapping file locations
 - Include standard for journal entry descriptions
 - Manage tables and financial reporting templates with-in *Financial Edge* and troubleshoot reporting issues
 - Correspond with users of financial information to foster good communication, trust and education opportunities
 - Assist Director of Finance with projects as time allows
 - Document desired outcomes, assignments and progress of assigned projects
 - Provide answers to requests for one-time research and new services.
 - Assist field ministries in being accountable for the resources managed at the field level
 - Work with area assistants, area directors and missionaries to inform fields of reporting requirements and deadlines
 - Review and approve journal entries as needed
 - Review and approve ACH and Wire Transfer bank transactions as needed
- Monthly
 - Month-end responsibilities documented on the Month-End closing Schedule
 - Maintain reconciliations assigned by the Director of Finance
 - Compilation, interpretation and distribution of financial information including distribution of monthly financial reports
- Quarterly
 - Review general ledger for mis-postings.
 - Review quarterly reports from the field
 - Review and update Master Finance Reference Portfolio

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- Annually
 - Administer the budgeting process including
 - Calendaring
 - Oversight of distribution of new year budget worksheets and instructions
 - Oversight of compilation of budget requests from the field, office and Area Directors including resolution of inconsistencies
 - Recommendations to the Director of Finance, Chief Operating Officer and the Operating Committee
 - Oversee the preparation, assembly and distribution of the Financial Reference Portfolio
 - Devise a training presentation for new employees to be presented by finance department personnel
 - Manage and direct the preparation of the client prepared schedules and documentation required for the annual audit, verify transaction posting is complete for the year and ending balances are correct

QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS

- Minimum education requirement – bachelor's degree in a finance related field, e. g. accounting, finance, business management, international finance
- Must have excellent communication skills, and desire to work in team environment
- Position requires knowledge of double entry bookkeeping.
- Must be able to prioritize assigned tasks and meet deadlines.
- Position requires accurate data entry and record analysis skills.
- Must have math skills sufficient to create equations needed to calculate desired outcomes in spreadsheet applications.
- Proficiency with a ten-key calculator and standard keyboard
- Experience with computerized accounting systems.
- Proficiency with Microsoft Excel and Microsoft Outlook
- Experience with Microsoft Word or similar software.
- Proficiency with Blackbaud's *Financial Edge* desired.
- Desire to improve skills and professionalism are expectations of the job

PHYSICAL DEMANDS

Regularly required to talk, hear, see and use hands and fingers to operate computer keyboard, 10-key calculator, telephone and other office equipment

WORK ENVIRONMENT

Regular interaction with co-workers, guests, vendors and auditors. The noise level in the work environment is usually low.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions of the position.

Interested individuals should submit a resume and complete an online application at:
<http://fmcusa.org/hr/employment-application>.