



United  
Women  
in Faith

### Job Description

# CONTROLLER

## About United Women in Faith

United Women in Faith – National Organization (UWFaith) is the policy-making body that manages and oversees the programs and projects of United Women in Faith. UWFaith builds supportive communities among women and engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement. United Women in Faith is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (men and women) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

## Summary of Responsibilities:

The Controller carries full responsibility for the daily financial operation of United Women in Faith and assists in the preparation of all financial statement/reports.

## Essential Job Functions

(\*) All requirements are subject to modification to reasonably accommodate individuals with a disability.

1. Assist the Treasurer/CFO by:
  - a. Working within the finance office in relation to receipts, disbursements, and general accounting of UWFaith funds.
  - b. Serving as liaison with the banks and other financial institutions.
  - c. Actively assuming responsibility for cash management, cash flow and transfer of funds within UWFaith accounts.
  - d. Assisting Treasurer/CFO with supervision and authorization of requests for disbursements and payment from UWFaith.
  - e. Ensuring that proper accounting methods are adhered to under the policies of UWFaith and in accordance with standard financial accounting procedures.
  - f. Assisting with establishing new or revising existing policies and/or procedures.
  - g. Working with the external auditors to complete the annual audit in cooperation with and coordinated by the Treasurer.
  - h. Assisting Treasurer/CFO with the execution of legal documents as authorized by bylaws.
2. Serve as a corporate officer when required in the absence of the Treasurer or when necessary according to bylaws.
3. Review remittances, agreed upon procedures reports, and other information from conference and jurisdiction treasurers. Establish positive relationships with them and assist in their training.
4. Serve as liaison for conference, district and unit treasurers of UWFaith.
5. Complete required federal and state tax reports.
6. Serve with Treasurer/CFO as staff assigned to the Finance Committee
7. Expect to work on staff teams as assigned by the Treasurer.
8. Other related duties as assigned.

## Team Participation

This position may be requested to participate on special projects and/or events planning team. Participation in these circumstances is factored into the overall evaluation of performance.

## **Necessary Skills**

Managing Processes, Supervisory Skills, Strong Organization, Prioritizing and Multitasking Skills, Professionalism, Persuasive, Problem Solving/Troubleshooting, Strong Verbal/Written Communication Capability, Organization Skills, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability and Initiative.

## **Special Consideration**

This position requires contact on a regular basis with individuals and groups which are not part of the church's official structure. This work has an integrity which United Women in Faith respects as part of its work. In all areas of United Methodist Women's ministry, confidentiality in relationships must be respected.

## **Work Activities and Critical Competencies**

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Interacting with Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Retrieving Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Communicating with Persons Outside the Organization** — Communicating with people outside the organization, professionally representing the organization to members, the public, and other external sources.
- **Organizing, Planning, Anticipating and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish associated work.
- **Documenting/Recording Confidential Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. Maintaining confidential information.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Action-Oriented** – Understands, displays and encourages a sense of commitment to meeting deadlines and achieving results and devotes resources to “what is important now.”
- **Communication** - Demonstrates effective verbal and written communication. Communicates effectively with staff, member/students, and other departments across the organization. Listens to others to ensure understanding and contributes meaningful information during meetings.
- **Integrity and Ethics** - Consistently demonstrates integrity and ethical behavior congruent with UMW's values of integrity, excellence, service, and stewardship in all transactions and relationships.
- **Planning/Organizing** - Prioritizes and plans work activities and uses time efficiently. Organizes or schedules tasks and develops realistic action plans.
- **Professionalism** - Approaches others in a professional manner. Reacts well under pressure and always treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments. Demonstrates commitment to continuous improvement of processes, procedures, and policies. Copes effectively with change and is comfortable working with uncertainty.
- **Member Oriented** - Interacts cooperatively and constructively with members and exhibits the highest standards of dedication and commitment to quality service to meet or exceed member requirements.  
**Teamwork** - Contributes to building a positive team spirit by placing success of team above own interest. Supports other staff in their efforts towards a completed project.

**Qualifications:**

Four-year college degree in Accounting or equivalent with 5–6 years' experience in payables, receivable and full financial statement production; Strong accounting skills with proven proficiency with accounting software; Strong verbal and written communication skills; ability to complete multiple tasks and high volumes of work; Proven computer proficiency in Windows environment most specifically Access, PowerPoint and Excel. Familiarity with Outlook and SharePoint; Experience working in financial systems, preferably a proficiency in Blackbaud Financial Edge; Ability to solve problems independently; Ability to efficiently plan, organize and implement work; professional attitude and appearance and actively seeks opportunities for professional development. Membership in the United Methodist Church and United Women in Faith is required for this position.

**Performance Measurement**

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director, the Treasurer/CFO and in harmony with United Women in Faith's mission, cultural principles, and annual leadership priorities. This document will be the primary basis of future performance reviews and continuance in the role of Controller.

**United Women in Faith is an entirely remote work environment.**

**Compensation Range: \$103,000 - \$110,000**

**Benefits**

UW Faith offers a very generous benefit plan including health, dental and vision, life, LTD, STD, EAP, paid holidays and an 8% 403(b) and employer matching contributions. Generous time off benefits including August Fridays and Christmas Week.

**To Apply**

Resumes, along with a cover Letter describing your qualifications / interest, as well as experience, can be sent to Michelle Clemons at [mclemons@uwfaith.org](mailto:mclemons@uwfaith.org) by Monday, November 24, 2025. Please kindly use the subject line: **Major Gifts Officer – Last Name, First Name.**