



Position Description

Title:	Controller
Supervisor:	CFO
Department:	Finance
Schedule:	Monday – Thursday 9:00 am – 2:00pm

Job Description

This position works to aid and support the CFO, supervise the general accountant, oversee and/or process monthly financial reporting for the consolidated company and its various entities, as well as implement and follow best practices.

Characteristics:

- Strong relationship with Jesus Christ
- Ability to prioritize and multi-task projects and assignments, use good time management skills in a fast-paced environment, sometimes under pressure, meet deadlines, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism
- Highly organized, detail oriented and self-motivated
- Strong problem solving and analytical skills
- Shows initiative and is goal oriented
- Demonstrates attention to detail
- Able to evaluate and make decisions
- Maintains confidentiality and trust in all situations

Qualifications:

- Desirable to have 8+ years of experience in accounting field
- Bachelor's degree in accounting, finance, or business administration is a plus
- Experience with general ledger packages and financial reporting, knowledge of Quickbooks is a plus
- Strong written and verbal communication skills
- Advanced knowledge of Microsoft Outlook, Word, and Excel

Primary Responsibilities (include but are not limited to):

- Prepare monthly, quarterly and annual financial statements for consolidated company and its various entities
- Guides financial decisions by establishing, monitoring and enforcing financial procedures
- Prepare Budget by establishing timelines and collecting, analyzing, and consolidating financial data
- Oversee payroll process
- Review asset, liability, and designated fund account entries
- Compile, analyze and maintain organized account information
- Prepare, recommend and implement improvements to processes and procedures
- Maintain financial security by following internal controls and keeping financial information confidential
- Prepare special financial reports, as needed by collecting, analyzing, and summarizing account information and trends
- Assist in preparation of any Federal, state, local, insurance or other necessary external reporting
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

Completed applications should be emailed to Elizabeth Hull (Elizabeth.Hull@believerschurch.org). Please attach a cover letter and your resume.

Believers Church
6801 Bridgeway Drive, Suite A | Suffolk, VA 23435
(757) 488-7541

EMPLOYMENT APPLICATION

Date: _____

Name _____

Address _____ City _____ State _____ Zip _____

Telephone: (h) _____ (w) _____ E-mail: _____

Length of time at address listed above: _____

Position desired: _____ Date available to start: _____

What hours and days are you available to work? _____

If hired, what salary or rate of pay do you expect to receive? _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, Believers Church?
If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

Employment History
(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above? Yes No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?
 Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

Non-Discrimination Statement

Believers Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

Employment At Will

Employment with Believers Church is “at will” and not by contract either expressed or implied. This means that if you become employed at Believers Church, both you and the church are free to terminate the employment relationship at any time.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Believers Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Believers Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date