



POSITION TITLE: Controller (*full-time, 32 hours/week*)
INCUMBENT NAME: Nancy Gruesser
SUPERVISOR'S TITLE: Director of Operations
SUPERVISOR'S NAME: Brian O'Dell

POSITION SUMMARY

Under the direction of the Director of Operations, the Controller is charged with managing the financial processes of ZPC. Primary responsibilities include general accounting, financial reporting, and working with the Finance Team on budget preparation and management. The role will occasionally necessitate additional hours depending on business needs.

PRIMARY RESPONSIBILITIES

General Accounting:

- Manage church income via online payments, stock transfers and checks received
- Perform month-end procedures, including bank reconciliations, recording of Noah's Ark sales, and processing of other various journal entries (account reconciliations, fixed assets)
- Coordinate and prepare for the annual financial review/audit; act as primary liaison with ZPC's external auditors
- Plan and facilitate the annual budgeting process
- Coordinate tax filings as required
- Ensure compliance with loan covenants; act as primary liaison with bank and broker

Financial Reporting:

- Run and distribute quarterly accounting reports to budget managers
- Prepare various financial reports for the Finance Team, Session, and congregational meetings as needed
- Ad hoc reporting for donors, programs, missions, etc. on an as needed basis
- Giving analysis reporting for pastors and Session teams as needed

Accounts Payable:

- Supervise the Financial Assistant, and provide backup assistance for the accounts payable function by processing invoices and other disbursement requests, processing weekly checks, troubleshooting AP issues and managing vendor relations
- Maintain visibility to vendor contracts; alert responsible staff of contract renewals

Other responsibilities:

- Strive for continuous business process redesign to gain efficiencies, improve services, and act as a steward of the gifts given to ZPC
- Manage restricted gifts
- Supervise and provide control verification of Financial Assistant's duties in recording contribution data and processing payroll and provide backup in these areas
- Contact for church's insurance carrier
- Other duties, responsibilities, and projects as assigned

page 1 of 2

EXPECTATIONS

- Must be a fully committed follower of Jesus Christ, actively growing closer and deeper in relationship with Him
- Must maintain a deep and abiding trust in Jesus Christ as Lord and Savior, being a model of servant leadership
- Theologically, must be evangelical with deep appreciation for the authority of Scripture and an unswerving commitment to Biblically-based lifestyle
- Striving for a high personal level of godly character and Christian values
- Overall beliefs must be consistent with the ZPC Statement of Beliefs

EDUCATION AND SKILLS REQUIRED

Education and Experience:

This position requires accounting experience and proficiency with QuickBooks, preferably in a non-profit environment. A Bachelor's degree in accounting or finance is required. Analytical ability to run comprehensive, insightful, and accurate reports for a range of different constituents. Proficiency with computerized financial systems is required. Attention to detail and accuracy is critical.

Demonstrated Skills:

- Strength of character to handle the church's finances with absolute trustworthiness and complete confidentiality
- Understanding of non-profit accounting
- Strong administrative, supervisory, organizational and time management skills
- Follow all approved accountability controls and safeguards to maintain integrity of the church's financial processes
- The ability to work effectively in a team environment
- Good verbal and written communication skills