



# The Synod of the Covenant

Presbyterian Church (U.S.A.)

Position Description: Controller (Staff)

## *Purpose*

The purpose of the Synod of the Covenant's Controller is to analyze and report on the Synod's financial condition and provide financial analysis and accurate and timely financial statements so that the Synod can carry out its operations and mission. The Controller works closely with the Treasurer, who provides approvals and financial oversight. The Controller is a paid member of staff and has a fiduciary responsibility to the Synod. This is a paid staff position of approximately ten hours a week.

## *Responsibilities*

- Ensure that all transactions are reported to the Bookkeeping Service in a timely manner, ensuring accurate monthly financial statements.
- Review monthly statements to ensure completeness and accuracy and report monthly actual income and expenses, those budgeted and year-to-date, to staff, the Leadership Team, and the Finance Committee.
- Approve payments.
- Facilitate deposits, transfers, and withdrawals from bank and investment accounts under the direction of the Finance Committee and the Synod Assembly
- Report monthly financial position, including income, expense, and balance sheet, to the Finance Committee and report the same quarterly to the Synod Assembly.
- Provide a detailed current financial report to staff and committees as requested.
- Provide financial forecasting reports as requested.
- Oversee accounts payable and receivable.
- Ensure that reconciliation of ledger and bank account are done monthly.
- Calculate and facilitate payments to Campus Ministry partners.
- Facilitate scholarship and grant distributions.
- Participate with the Finance Committee in annual budget creation and provide oversight for compliance with the SOC budget.
- Consult and offer banking and investment input to the Finance Committee.
- Ensure that SOC complies with banking regulations.

- Consult with SOC accounting firm to facilitate annual financial review.
- Work with the Finance Committee to implement all of the auditor's recommendations.

### *Relationships*

The Controller will be the primary liaison to the Finance Committee, its subcommittees, external service providers, payroll service, and auditors. The Controller will provide letters of engagement where required, as approved by the Assembly. The Controller will provide appropriate documents for the approval and signature of the Corporate Treasurer when necessary. The Controller is a paid Synod staff member and an ex officio member of the Finance Committee with voice but no vote.

### *Accountability*

The Controller is accountable to the Synod Assembly through the Synod Executive/Head of Staff.

### *Meetings*

The Controller shall ordinarily be present at Synod assemblies and other committee/team meetings when requested. Travel expenses will be paid by the Synod.

### *Desired Qualifications*

- Accounting degree, CPA, or equivalent professional experience
- Ability to interpret and oversee information in QuickBooks.

### *Salary and Benefits*

Salary and Benefit through the Memo of Understanding.

### *Resources*

- The Synod will provide access to phone and email systems, along with access to QuickBooks and other resources relevant to the role.
- The Controller will work out of their home or office in their own locale, with very infrequent trips to the Synod office.
- The Controller shall be bonded at the expense of the Synod.

This position description was approved by the Human Resources Committee on 1/13/25, by the Finance Committee on 1/29/25, and the Leadership Team on 1/29/25