

# Diocese of Sacramento

## JOB DESCRIPTION

<b>Dept:</b>	<b>Catholic Funeral &amp; Cemetery Services (CFCS)</b>
<b>Position:</b>	<b>Controller</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Schedule:</b>	<b>Full Time</b>

**Reports To:** Chief Financial Officer of CFCS, Inc.

### **Essential Functions:**

As a member of the staff of CFCS and under the supervision of the CFO, the Controller shall for both CFCS and Sacramento Catholic Family Insurance Services, Inc. (SCFIS):

- Plan, direct and coordinate all accounting operational functions
- Ensure set deadlines are met and financial reports are delivered timely
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Coordinate and prepare internal and external financial statements
- Assist in the preparation of Board meeting packages
- Coordinate activities of external auditors
- Provide management with information vital to the decision-making process
- Manage the budget process
- Assess current accounting operations, offering recommendations for improvement and implement new processes
- Evaluate accounting and internal control systems
- Develop and monitor business performance metrics
- Hire, train, direct and retain skilled accounting staff
- Participate in processing all transactions and serve as liaison between cemetery operating personnel and accounting.
- Performs other related duties or special projects as required and assigned

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor degree in accounting or finance.

**Experience:** CPA license or a minimum of eight years experience in all processes of accounting cycle, basic internal controls and GAAP, to include at least 3 years of public accounting experience.

**Skills / Knowledge:** The Church's mission in the Diocese of Sacramento; current GAAP knowledge; budgeting procedures; must be highly proficient with Excel and Word. Experience with Great Plains a plus. Demonstrated good communication skills: both oral and written.

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**Employee's Signature**

**Date**

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**Supervisor's Signature**