

**Diocese of Oakland  
Position Description  
Controller**

**Title:** Controller  
**Division:** Resources  
**Department:** Finance/Accounting  
**Reports To:** CFO  
**Classification:** Professional/Exempt (E-9), Full Time

**Primary Function**

The Controller is responsible for planning, directing, and coordinating the financial accounting and reporting activities of the Diocese of Oakland's Central Services Administration and several Diocesan entities. These activities include budgeting, cost and financial analysis, external and internal auditing, and governmental reporting.

**Duties and Responsibilities**

- Manage accounting staff of six (6).
- Coordinate activities with directors of Human Resources; Insurance & Benefits; and Facilities Planning & Services.

**Diocesan Central Services & Other Diocesan Entities Financial Management**

- Ensure financial records for several Diocesan entities are maintained in accordance with GAAP.
- Ensure proper internal controls and associated risk management practices are implemented and maintained.
- Develop, recommend, and implement appropriate financial policies and procedures.
- Oversee annual operating budgets process and implementation of budgets.
- Prepare and communicate monthly, quarterly, and annual financial results, evaluate performance against plan, and analyze variances.
- Coordinate the annual financial audit and other external examinations along with the Diocesan Audit Committee.
- Engage, educate, and collaborate with division and department directors on a wide range of accounting and financial reporting matters.
- Oversee Diocesan Deposit & Loan Fund and Endowment Pool activities and reporting.

### **Parish and School Financial Oversight**

- As needed and in partnership with pastors, parochial administrators, and the Department of Catholic Schools, oversee and provide direction regarding accounting and financial systems to ensure accurate, consistent, and timely reporting.
- As needed, act as a supportive resource to the parishes and schools, providing knowledgeable financial support and direction.
- Oversee parish financial and internal controls reviews programs.
- Monitor accounts receivable from the parishes and schools, initiate needed collection efforts for delinquent accounts, and coordinate support efforts to assist in improving financial condition of challenged parishes and schools.
- Oversee collection and distribution of funds held for others (i.e., second collections, parishes and schools participation in the investments pool, etc.).
- Serve in an advisory capacity on the Department of Catholic Schools' finance committee.

### **Asset Management**

- Manage various operating cash account balances to ensure sufficient cash flow to cover disbursements and maximize short-term investment returns.
- Facilitate receipt and distribution of funds from wills, bequests and trusts received for the benefit of the parishes, schools, and other Diocesan entities.

### **Education and Experience**

- Minimum 10 years finance and accounting managerial/supervisory experience.
- CPA preferred.

### **Skills and Abilities**

- Dedication to the mission of the Diocese, its parishes, schools, and social services; strong familiarity with and commitment to Catholic teachings and principles.
- Excellent technical skills in finance and accounting, strong experience with information technology as a management tool, and demonstrated ability to work in a large, complex, and multi-entity organization and laterally across functions.
- Collaborative, team-oriented leadership style modeling high-quality productivity and accountability.
- Excellent listening skills; effective interpersonal relationships; comfort in managing transparency and healthy conflict.

**This is a full-time position with complete diocesan benefits. Please submit letter of interest to: Department of Human Resources at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)**

**First review of applications: April 3, 2020**