



## Roman Catholic Episcopal Corporation Archdiocese of St. John's

### **CONTROLLER**

The RC Archdiocese of St. John's is seeking an individual for the full time (32.5 hours week) position of Controller. Reporting to the Director of Finance and Administration (the Director), this position is responsible for assisting in overseeing the financial affairs of the Roman Catholic Archdiocese of St. John's. The position provides leadership in developing and overseeing systems and procedures that are comprehensive to ensure goals and objectives are met. The position ensures that the services of the Archdiocese meet all financial, legal, and ethical requirements. In consultation with the Director, and sitting on various committees of the Board as required, the Controller contributes to the effective planning, coordination, and evaluation of the non-pastoral components of the Archdiocese. The position is required to practice self-management and function with an extensive degree of independence and initiative, with work assessed by the Director and the Archdiocesan Administration Board and Committees, through periodic review and accomplishment of assignments. Position defers to the Director and to the Archbishop in complex or unusual cases, for guidance. Adherence to legislative requirements, Archdiocesan policies and procedures, Board and Committee terms of reference, Canon Law, and professional standards/code of conduct, is mandatory.

#### **Primary Role and Responsibilities**

1. Regularly reviews Archdiocesan internal controls policies and procedures and monitors parishes and Pastoral Centre to ensure that controls are being followed; recommends improvements where necessary
2. Reviews quarterly financial reviews of parishes with accounting staff and assists in review process where necessary; Communicates with parish finance committees and employees throughout the Archdiocese, addressing questions and concerns
3. Reviews Archdiocesan monthly bank reconciliations; monitors Archdiocesan cash flow
4. Performs monthly accounting for specified parishes in the Archdiocese and provides accounting support to Archdiocesan and parish accounting staff when necessary
5. Works with IT service provider to ensure that the organization's day-to-day operational activities are efficient and effective, and provides assistance to parishes re: IT support for Sage 50
6. Performs various calculations to provide recommendation to Archdiocesan Finance Committee re: annual Archdiocesan assessment rates for parishes; calculates annual assessments once rate is determined
7. Prepares accounting for Archdiocesan investments and works with Archdiocesan Finance Committee to monitor investments
8. Develops the annual budget for the Archdiocesan Pastoral Centre, in conjunction with Archdiocesan Finance Committee; review budgets prepared by parishes and assist parishes where needed.
9. Prepares monthly financial statements for the Archdiocese.

10. Prepares year-end audit file of the Pastoral Centre; works with staff to ensure statements are accurate and timely; works with auditors by answering questions, addressing issues, and supplying requested information.
11. Reports and monitors status of insurance claims made throughout the Archdiocese for parish and Archdiocesan properties
12. Ensures HR personnel are filing statutory remittances on a timely basis.
13. Assists with the monitoring of claims experience patterns for Archdiocesan medical benefits and performs accounting for both Archdiocesan medical and pension benefit plans.

## Qualifications

### Education and Experience Requirements

- University degree in Business Administration or Commerce
- A Chartered Professional Accountant (CPA) designation
- At least two (2) years' experience in a senior management or operational management role
- Experience in finance and administration in a not-for-profit or organization with charitable status would be an asset

### Knowledge, Skills and Abilities

#### *Proficiency in:*

- Financial management, accounting procedures and protocols, budget administration, financial forecasting, analysis and reporting and Generally Accepted Accounting Principles (GAAP)
- Leadership and a proven ability to provide guidance and mentorship in a team environment that supports and promotes a culture which embraces diversity and inclusion
- Project management experience; with ability to develop, monitor and evaluate multiple projects having multiple deliverables and deadlines.
- Knowledge of HR, Payroll, and Finance functions and associated specialized computerized programs and software
- Financial management and bookkeeping
- Federal and Provincial legislative requirements pertaining to areas of responsibility
- Monitoring and evaluation skills
- Ability to solve complex problems, use good judgement in decision making and use critical thinking skills
- Continuing professional development to maintain and enhance qualifications, knowledge and skills related to established professional goals
- Microsoft Office Suite, Outlook, and Internet

### Personal Competencies

- Ability to function independently and self-manage workload and responsibilities
- Ability to maintain confidentiality of files, documents, and general information
- Demonstrated excellent oral, written, and presentation skills
- Respectful toward co-workers, Clergy, parishioners, service providers, and other members of the public
- Is a team player and has the ability to develop and maintain effective relationships
- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks

- Organized and able to manage time effectively, while ensuring the optimal use of resources to achieve objectives
- Trustful and respectful through consistent honesty and professionalism in all interactions

### **Physical Requirements**

- May, on occasion, lift or move boxes and files

### **Professional Designations/Memberships**

- Current member of Chartered Professional Accountants of Newfoundland and Labrador (CPANL)

***A Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary is required for the position.***

### **Working Conditions**

Daily work schedule is based on a 6.5 hour day, Monday to Friday. Additional hours are required on a regular basis. Day travel to parishes in the Archdiocese to attend meetings may be required.

The impact of sound judgment, decision-making, and management/leadership in this position is of the utmost importance to the Archdiocese and its overall ongoing success. Errors in judgment and decision making or inferior leadership and interpersonal relations may have significant consequences to the organization, potentially affecting productivity, image, and the ongoing visibility of the Archdiocese.

**Interested candidates should apply in confidence to Ms. Theresa Whiffen, HR Manager, RC Archdiocese of St. John's via email [twhiffen@rcsj.org](mailto:twhiffen@rcsj.org) by 12:00 noon on November 14<sup>th</sup>, 2018.**

**The Roman Catholic Archdiocese of St. John's is an Equal Opportunity Employer.**

**Only those candidates selected for an interview will be contacted.**