



Controller

SEARCH PROSPECTUS



Diocese of Charleston

CHARLESTON, SC

www.charlestdiocese.org

START DATE – SUMMER 2019

Partners in Mission



The Finance Office assists the Bishop, his staff and others responsible for the temporalities of the Diocese to fulfill the diocesan mission. Responsibilities include accounting, investment management, financial analysis, budgetary management, and oversight of parishes and schools (including compliance with diocesan and civil laws, regulations and policies). The office provides accounting services for most diocesan departments and Catholic Charities.

The Diocese at a Glance

The Roman Catholic Diocese of Charleston comprises the entire state of South Carolina with Charleston as its See city. Founded in 1820, it is one of the oldest Catholic dioceses in the United States. The diocese consists of 95 parishes, 33 schools and over 20 mission and ministry initiatives throughout the state. Its clergy and religious sisters are a local and worldwide representation of the answer to the Baptismal call to minister, serve and evangelize. The diocese is led by the Most Rev. Robert Guglielmo, the thirteenth Bishop of Charleston.

The Position

The Controller manages the overall direction, coordination and work product of the Accounting functions and staff. While safeguarding the diocesan assets, the Controller ensures accurate and timely recording of all transactions by implementing disciplines of internal controls and checks across all entities (Chancery, Catholic Charities, Priest Retirement, St. Clare's Home, Diocesan high schools, Catholic Community Foundation of SC). Additionally, s/he will produce monthly and annual financial reports and provide support and documentation to external auditors. Maintaining confidentiality and the prudent regard and handling of sensitive information, material and conversation is required of this position.

Major Areas of Responsibilities

Management

- Maintain a documented system of accounting policies and procedure.
- Oversee the operation of the accounting staff including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Ensure existence of adequate systems of internal controls.
- Manage annual budget process for all entities.
- Assist in the management of the property and casualty insurance program.
- Oversee management of diocesan billings to parishes and schools thru E-billing system.
- Oversee the payroll systems for applicable divisions.
- Oversee management of the fixed assets of the Pastoral Center.
- Oversee management of diocesan savings, investments and loan programs.
- Coordinate external audits and reviews.
- Report to the applicable governance bodies.
- Manage a staff of 3+ accountants.

Transactions

- Ensure that accounts payable are paid in a timely manner.
- Ensure that accounts receivable is collected promptly.
- Oversee payroll processing on a bi-weekly basis.
- Ensure that monthly bank reconciliations are completed.
- Ensure that required debt payments are made on a timely basis.
- Maintain the chart of accounts.
- Maintain an orderly accounting filing system.
- Maintain a system of controls over accounting transactions.
- Perform/manage the month end closing cycle within 21 days.
- Analyze and document comparative variances.

Reporting

- Issue timely, complete and accurate financial statements in accordance with GAAP.
- Provide for a system of management financial reports.
- Provide support and reports to key stakeholders.

Compliance

- Coordinate the provision of information to external auditors for the annual audit.
- Monitor debt levels and compliance with debt covenants.
- Comply with local, state and federal government reporting requirements and tax filings.

Qualities and Characteristics

- Minimum of a Bachelor's degree in accounting or finance, and 10 plus years of progressively responsible and applicable experience as noted above in the Major Responsibilities.
- Growth oriented with entrepreneurial mindset, current CPA certification (or ability to secure certification in two years) required. CMA certification a plus.
- Proven experience in the supervision of subordinate staff
- Excellent leadership and professional development/mentoring skills.
- Effective, understandable and "audience directed" oral and written communication skills.
- Knowledge of electronic record keeping. Fluency in Microsoft Office Suite, Navision and other accounting operating systems required.
- Ability to handle multiple concurrent priorities.
- Demonstrated capacity to use independent discretion and judgment in identifying financial technical needs, protocol and internal controls enhancements.
- Consultative skills in making recommendations to meet needs of end users and offering solutions.
- Occasional travel can be expected.

Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Michael Furey. Please include Diocese of Charleston in subject field.

- Cover letter that aligns your experiences and skill set with the current needs of the diocese as you understand them.
- Current resume with all appropriate dates included.
- List of five references including names, relationship, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



Michael Furey, Partner
mikefurey@partnersinmission.com
Partners in Mission
124 Sycamore Drive Westwood, MA 02090
www.partnersinmission.com



About Charleston

An early English settlement, Charleston has survived wars, fires, earthquakes and hurricanes to rise up as one of the country's top travel destinations. Historic Charleston is bursting with Southern charm and hospitality. The city feels a bit like it's suspended in time, thanks to its antebellum architecture and surrounding plantation landscapes. Known for its rich history, distinguished restaurants, and mannerly people, Charleston is a popular tourist destination and has received a large number of accolades. Each year more people flock to this historic port city to explore and bask in Southern goodness. In recent years, Charleston has become a destination for shopping and its incredible culinary scene is attracting global attention. From arts and theater to fine dining and watersports, this is one city that truly offers something for everyone.



Advancement and Leadership
Services for Catholic Education

Partners in Mission is the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school and diocesan advancement and leadership. Since 2008, our dedicated team of professionals have partnered with clients to advance their missions by providing comprehensive and effective solutions to address the challenges they face every day.

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