



Job Title: Finance Controller

Reports To: Executive Pastor

FLSA Classification: Full-Time, Exempt

General Summary

The Finance Controller of Concord Baptist Church is responsible for overseeing all day-to-day accounting functions, managing financial operations, supporting the budgeting process, and preparing accurate financial reports. This role ensures the financial integrity, compliance, and long-term stability of the organization.

Primary Responsibilities and Tasks

1. Oversee and manage day-to-day financial operations, including transaction processing, financial reporting, and approval of expenditures
2. Ensure compliance with all applicable laws, regulations, and established financial best practices
3. Develop, document, and improve financial processes and departmental workflows to enhance efficiency and accuracy
4. Analyze financial data, policies, and procedures; provide insights and recommendations to executive leadership
5. Assist in identifying, evaluating, and managing organizational financial risk
6. Coordinate and oversee preparation for internal and external audits, including follow-up and implementation of recommendations
7. Actively manage and participate in and support the church-wide budgeting process
8. Attend and contribute to all finance-related meetings
9. Oversee payroll processes, including compensation, tax withholdings, retirement contributions, housing allowances, and employee benefits
10. Process payroll in a timely and accurate manner, including adjustments related to compensation changes, leave of absence, or employment status updates
11. Ensure accurate and timely payment and reconciliation of employee benefits against insurance providers billings
12. Prepare and submit required filings, including 1099s, workers' compensation audits, and applicable state registrations
13. Support Human Resources functions related to financial matters, including payroll records and benefits administration
14. Assist with benevolence fund requests and distributions
15. Prepare financial reports and support materials for church business meetings
16. Serve as a member of the Bank Transport Team as needed and oversee/verify CountingTeam processes for accuracy, security, and confidentiality



Knowledge, Skills, and Abilities

1. Bachelor's degree in Accounting or Finance required; Master's degree preferred
2. Minimum of 5 years of relevant accounting experience; nonprofit or church experience preferred
3. Strong knowledge of accounting principles, budgeting, cash flow management, and audit preparation
4. Experience with payroll processing, benefits administration, and applicable employment regulations
5. Proficiency in Microsoft Office Suite, especially Excel
6. Experience with ACS or similar accounting software preferred
7. Strong organizational skills with exceptional attention to detail and accuracy
8. Clear and effective written and verbal communication skills
9. Self-motivated with strong critical thinking and problem-solving abilities
10. Ability to manage multiple priorities, meet deadlines, and work independently
11. Team-oriented with a positive and professional demeanor

Your Team

The Finance Controller oversees all Finance Department personnel and reports directly to the Executive Pastor.

Requirements for All Concord Employees

- Be an active member of Concord Baptist Church or a like-minded church, consistently adhering to the Church Covenant
- Be actively engaged in a Community Group
- Uphold the Concord Baptist Church Constitution and Bylaws
- Abide by the Concord Baptist Church Employee Handbook
- Demonstrate adherence to Staff Core Values

Your Schedule

This position follows a four-day work week, Monday through Thursday, with standard office hours of 8:00 AM to 5:00 PM. Additional hours, days, or responsibilities may be required for special events or seasonal demands, as coordinated annually with your supervisor.