



UNITED METHODISTS OF GREATER NEW JERSEY

Title: Controller

Classification: Exempt

Band Description: Director

Supervisor: CFO/Treasurer

GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.

GNJ values as an organization and in its employees

- *innovation and risk taking*
- *excellence in its ministry and service*
- *compassionate and just service*
- *diversity*
- *collaboration*

United Methodists of Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.

Position Summary

The Controller is responsible for the accounting functions and financial reporting of the Annual Conference and its vital mission partners. The Controller supervises the accounting team ensuring that work is properly allocated and completed in a timely and accurate manner.

Essential Functions

- Perform a multitude of accounting activities including maintaining the general ledger, payroll, financial reporting, year-end audits and provide budgeting support so that the excellent stewardship of the Annual Conference and its vital mission partners is exemplified.
- Supervise the accounting team which includes an accountant, accounts payable administrator, and accounts receivable administrator so that the team works collaboratively as a unit ensuring timely and accurate financial results.
- Coordinate organized workflows and best practices within the accounting department so that the financial operations of the conference and its vital mission partners run smoothly and efficiently.
- Work closely with the CFO/Treasurer on financial reporting and special projects as needed, so that administrative expectations are met appropriately with excellence.
- Support supervisors across teams with financial procedures and projects, so that clear and understandable financial information is shared throughout the organization.
- Liaison with the conference constituents and outside entities relating to all financial matters, so that proper financial resources is made available to our local churches and vital mission partners.

Organization Responsibilities

- Participate in Staff Management Team
- Participate in the Interview Team
- Serve as a participant or as a project manager for projects as assigned
- Assist in GNJ meetings and events

Core Competencies

- Committed to continuously grow in intercultural competence
- Build and maintain relationships that are rooted in honesty, integrity and honor confidentiality
- Work cooperatively with others to produce innovative solutions.
- Communicate clearly and accurately, in writing and orally, with unifying messages that motivate people to action
- Attend to details and deadlines
- Manage performance of team members, setting clear measurable goals

Qualification

- Seven to ten years' accounting experience in a corporate or non-profit organization
- Competent and skilled in Microsoft Office Suite and accounting software
- Proficient in accounting principles and guidelines

Education

- Bachelor's degree in accounting, finance, business with an emphasis in Accounting

Travel

The position requires some evening and weekend responsibilities and some travel beyond the office.

The position is hybrid and works from the main office located in Neptune, NJ for a minimum of 2 days in the office.

Employee Name:

Employee Signature: _____

Date: _____

Supervisor Name:

Supervisor Signature: _____

Date: _____