



MEMORIAL PARK CHURCH IS SEEKING A **CONTROLLER**

Purpose

To properly and accurately perform and manage the accounting and business functions of Memorial Park Church in order to advance our mission to Love People. Know Jesus. Live Transformed.

Qualifications

- A Bachelor's Degree in accounting from an accredited college or university
- CPA License
- Minimum 5 years non-profit accounting experience required
- An evangelical, reformed and missional world-view
- Must be in agreement with the Mission, Vision and By-laws of Memorial Park Church

Accountability

The Controller shall work with the church staff, the Fiscal Management Committee, and the members of the congregation in the area of Finance, and shall report directly to the Executive Pastor.

Position Status

- This is a Full-Time Non Exempt position. Part-time possible dependent on circumstances
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook

Essential Duties & Responsibilities

- Oversees, reviews and records the receipt, disbursement and reporting of all church funds
- Oversees, reviews and records the receipt, disbursement and reporting of preschool funds
- Oversees the management of all General Ledger fund accounts, including reserves
- Perform regular General Ledger account review and maintenance
- Prepare and record monthly Payroll for church and preschool
- Oversight, review & responsibility for HR functions
- Oversight, review & responsibility of any accounting functions performed by others in any sort of bookkeeping capacity
- Oversight, review & responsibility for business taxes and insurance
- Monitor and facilitate banking and investment process and vendor relationships
- Oversees recording and accuracy of donor records
- Maintain proper communication and coordination with Ministries and departments for all processes, events, trips, forms, etc, with respect to impact on accounting
- Perform monthly accounting close including F/S preparation, review and analysis
- Monthly and Annual financial reporting for the Fiscal Management Team, the Session, Ministry Directors and the congregation.
- Develop and prepare annual church budget with Lead Pastor and Ministry Directors, and guidance of Executive and Fiscal Management Teams.



Other Projects as Assigned

- Review of General Ledger set up
- General Ledger Fund Balance review (Designated & Reserved for all ministries)
- Use of Designated & Reserved Fund Balances per Finance Committee direction
- Review of Accounting Software, Donor Software, IT firm, Insurance contracts, Utility contracts

How to Apply

Email letter of interest and resume to Lead Pastor Chris Eatough at ceatough@memorialparkchurch.org

Memorial Park Church

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