

## **Lutheran Services Carolinas Job Description**

**Job Title:** Controller  
**Supervisor (title):** Chief Financial Officer  
**Department:** Finance  
**Approved by:** M. Lura  **Date:** 11/30/2018

### **Position Purpose/Summary:**

The Controller is primarily responsible for the accuracy, oversight and maintenance of the accounting systems for all LSC facilities as well as accounting projects as assigned by the Chief Financial Officer (CFO). The Controller will also support the CFO by providing information, primarily financial in nature about all company activities that will assist management, its stakeholders and other users in making financial decisions.

**Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Oversee the activities and personnel of the administrative office accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
2. Oversee the accurate and timely processing of accounts payable, petty cash, core employee expense reports, etc.
3. Oversee the accurate and timely processing of core payroll processing and payroll tax compliance.
4. Assure corporate tax compliance for the accurate and timely completion of all corporate income tax returns and sales tax returns taking full advantage of all favorable tax codes.
5. Establish and maintain accounting systems and controls that verify the integrity of all systems, processes and data.
6. Participate in a wide variety of special projects and compile a variety of special reports including industry surveys, reporting in monthly management report, and the like.
7. Communicate with co-workers, management, clients and others in a courteous and professional manner.
8. Conform with and abide by all regulations, policies, work procedures and instructions.
9. Responsible for the coordination of and preparation for annual audit.
10. Other duties as assigned.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

*Accounts Payable Clerks, Staff & Senior Accountants, Payroll Administrator*

**Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: Bachelor's degree in Accounting or Finance,

Experience: Minimum 10 years accounting with managerial experience

Specific skills/abilities: Proven ability to provide effective written and oral communication. Ethical and credible conduct. Knowledge of Microsoft Office products (Word, Excel, Power Point, email).

Specialized knowledge, licenses, etc.: n/a

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*). CPA and/or MBA a plus

**Working Conditions/Physical Requirements:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Sitting at desk in front of computer for extended period of time.
2. Ability to bend, stoop to floor, reach overhead.
3. Lift and carry minimum of 20 pounds.
4. Ambulatory throughout all locations.
5. Some travel to various locations may be required.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***