

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: COMPTROLLER

NUMBER: 06007

REPORTS TO: Treasurer

EXEMPT

Supervisory and Job Controls: Supervisor assigns areas of responsibilities and scope of decision-making but relies on the Comptroller to develop and carry out programs within assigned areas. Follows legal, regulatory and financial best practices guidelines in accomplishing work, keeping the supervisor informed of non-routine issues and decisions. Work is assessed in terms of overall accomplishments in maintain accurate and timely financial reports and records to the satisfaction of the Metropolitan Council Financial Committee and to the internal and external auditors.

Major Duties

Is responsible for overseeing the daily financial activities aspects and of the OCA as delegated by the Treasurer. Oversees all the work of the financial office including financial and accounting system controls and standards. Implements and maintains effective internal controls to ensure protection of financial assets and reliability of financial reports and statements. Directly or indirectly oversee the following functions:

1. Prepares the annual budget with direction from the Treasurer and the Finance Committee of the Metropolitan Council.
2. Supervises all journal entries and maintains the general ledger, payroll/stipend records and disbursements.
3. Assigns all account numbers to invoices, manages accounts payable and disburses all checks
4. Invoices amounts due to the OCA, manages accounts receivable and receipts all checks/cash.
5. Assesses cash flow on a daily basis.
6. Journalizes all accruals at the end of the year.
7. Maintains all banking and investment relationships for the OCA; analyzes accounts accordingly.
8. Designs, issues and monitors all financial reports in accordance with the request and approval of the Treasurer and Finance and Audit Committees of the Metropolitan Council, in conjunction with the external auditors of the OCA, and with the required frequency.
9. Provides all necessary documentation and reports to the external auditors to their satisfaction.
10. In conjunction with outside professional assistance establishes and manages all gift annuities, trusts and bequests in coordination with the Development Director.

Performs Other Duties as Assigned

Job Requirements

1. Well-rounded knowledge of financial and business accounting practices, methodology, and procedures including requirements of governmental regulatory agencies.
2. Possession of CPA certification or demonstrated equivalent in education and experience is desirable.
3. Knowledge of best financial practices for non-profit organization.

Personal Relations

Represents and is the primary advisor to the Treasurer on financial management of the OCA. Work demands frequent association with members of the Metropolitan Council, diocesan leaders and diocesan financial managers, as well as contact with external agents, consultants, and vendors, such as accountants, attorneys, and suppliers to the OCA of goods and services.

Signature and Date

This job description accurately describes the
Duties and responsibilities of the position of Comptroller.