



MEMORIAL PARK CHURCH IS SEEKING A **CONTROLLER**

Purpose

To accurately execute and manage all 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
- 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.

Essential Duties & Responsibilities

- Oversees, reviews & records receipt, disbursement & reporting of all church & preschool funds
- Oversees the management, review & maintenance of all General Ledger accounts, including reserves
- Oversight, review & responsibility for all accounting, taxes & insurance needs
- Monitor & facilitate banking & investment process & vendor relationships
- Oversees recording and accuracy of donor records
- Maintain proper communication & coordination with all Ministries for all business & accounting tasks
- Perform monthly accounting close including F/S preparation, review and analysis
- Monthly and Annual financial reporting to all essential groups
- Develop and prepare annual church budget with Church Leadership
- Annual General Ledger set up and monthly fund balances review

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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