

Controller

Job Description

Reports to: Chief Financial Officer (CFO)

Department: Finance & Accounting

Supervises: Small to medium accounting team (staff, contractors, and senior accountants)

Location: San Angelo, Texas

Employment type: Full-time

FLSA status: Exempt

About the Organization

The Roman Catholic Diocese of San Angelo is a Catholic, not-for-profit organization committed to advancing its mission through faithful stewardship of the resources entrusted to us. We combine the reach of a substantial enterprise with the values and accountability of a mission-driven ministry. We are seeking a Controller who will bring technical excellence, professional integrity, and undivided loyalty for our mission, and the diocesan leadership.

Position Summary

Reporting to the Chief Financial Officer, the Controller is the organization's senior accounting leader and principal subject-matter expert in fund accounting, controls, and reporting. The Controller directs all day-to-day accounting operations, safeguards organizational assets, and ensures the accuracy, integrity, and timeliness of financial records in accordance with Canon Law, and U.S. Generally Accepted Accounting Principles (GAAP) as applied to not-for-profit organizations. Leading a small to medium team of accountants, the Controller oversees the general ledger, financial reporting, month-end and year-end close, audit readiness, and the accounting for donor-restricted funds, endowments, grants, and multiple related entities. This is an on-site leadership role for a Certified Public Accountant who thrives on both technical rigor and people development.

Key Responsibilities

Accounting Operations & Financial Reporting

- **Direct all core accounting functions** — general ledger, accounts payable, accounts receivable, payroll accounting, cash management, and fixed assets — ensuring transactions are recorded accurately and timely.
- **Own the month-end, quarter-end, and year-end close**, delivering complete and reconciled financial statements within established deadlines.
- **Prepare and present timely, accurate financial statements** (Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and Statement of Functional Expenses) in conformity with Canon Law, and not-for-profit GAAP (FASB ASC 958).
- **Maintain a robust system of internal controls** to safeguard assets, ensure the integrity of financial data, and prevent and detect error or fraud.
- **Develop, document, and continuously improve accounting policies**, procedures, and workflows to strengthen efficiency and control.

Fund Accounting, Endowments & Grants

- **Serve as the organization's subject-matter expert in fund accounting**, properly classifying and tracking net assets with and without donor restrictions and ensuring restrictions are honored, released, and reported correctly.
- **Oversee endowment and investment accounting**, including recording investment activity, unitization/allocation, spending-policy draws, and compliance with Uniform Prudent Management of Institutional Funds Act (UPMIFA) and donor stipulations for the applicable organization's assets.
- **Manage accounting and financial compliance for grants and contracts**, including fund tracking, allowable-cost determination, budget-to-actual monitoring, and grantor financial reporting.
- **Administer multi-entity and multi-fund accounting**, including intercompany transactions, allocations, eliminations, and consolidated reporting across affiliated ministries, entities, or funds.
- **Ensure accurate cost allocation** of shared and functional expenses across programs, management and general, and fundraising.

Audit, Compliance & Tax

- **Lead the annual financial statement audit** as the primary liaison to external auditors — preparing schedules, workpapers, and audit-ready reconciliations, and coordinating fieldwork.
- **Oversee regulatory and tax filings**, including IRS Form 990 and related state charitable filings, working with external preparers as needed.
- **Ensure compliance with applicable federal, state, and local requirements**, including any applicable Single Audit (Uniform Guidance) obligations arising from federal awards.
- **Monitor and implement new accounting standards**, assessing their impact on the organization and updating practices accordingly.

Budgeting, Analysis & Systems

- **Partner with the CFO on the annual budget** and periodic forecasts, and provide budget-to-actual analysis and variance explanations to leadership.
- **Deliver insightful financial analysis and reporting** to the CFO, executive leadership, and the Finance/Audit Committee.
- **Administer and optimize the MIP Accounting system**, leveraging its capabilities to improve reporting, controls, and efficiency; support system enhancements and integrations.
- **Strengthen data integrity and reporting** through effective use of financial systems and reporting tools.

Leadership & Team Development

- **Lead, mentor, and develop a small to medium team of accountants**, setting clear goals, providing coaching, and conducting performance reviews.
- **Foster a culture of accuracy, accountability, service, and continuous improvement** within the accounting function.
- **Manage workload distribution and staffing** to ensure deadlines are met and the team operates effectively year-round and through peak periods.
- **Serve as a collaborative business partner** to program, development, and operational leaders across the organization.

Required Qualifications

- **Active CPA license (Certified Public Accountant) in good standing — required.**
- **Bachelor's degree in Accounting, Finance, or a related field.**

- **Seven years of progressive accounting experience**, including demonstrated supervisory or management responsibility.
- **Demonstrated subject-matter expertise in fund accounting** and not-for-profit GAAP, including net asset classification and release of restrictions.
- **Hands-on experience with restricted/unrestricted funds, endowment accounting**, and grant/contract financial management.
- **Proven success leading an annual audit** and serving as primary auditor liaison.
- **Strong knowledge of internal controls** and financial policy design in a mid-to-large organization.
- **Advanced proficiency with accounting systems and Microsoft Excel**; experience with MIP Fund Accounting strongly preferred.
- **Excellent analytical, organizational, and communication skills**, with the ability to translate financial data for non-financial audiences.

Preferred Qualifications

- Master's degree in Finance, Accounting, Business Administration, or a related field.
- Experience in a faith-based, Catholic, or mission-driven not-for-profit organization.
- Experience with multi-entity consolidations and intercompany accounting.
- Familiarity with UPMIFA and endowment spending-policy administration.
- Experience with Single Audit / Uniform Guidance requirements for federal awards.
- Public accounting experience with not-for-profit clients.

Mission Alignment

As a Catholic organization, we seek a Controller who genuinely supports and embraces our mission, values, and faith-informed culture. While a shared faith background is welcomed and preferred, it is not required; the successful candidate will respect our beliefs and represent the organization with integrity, humility, and a commitment to faithful stewardship.

Work Environment & Physical Requirements

- This is a full-time, on-site position based at San Angelo, Texas; regular in-office presence is required.
- Standard office environment with extended periods of computer and screen work.
- Occasional extended hours may be required during month-end, year-end, budget, and audit cycles.

How to Apply

Qualified candidates are invited to submit a résumé and cover letter to kpickens@sanangelodiocese.org. Please include your **résumé, cover letter, and salary expectations**. Applications will be reviewed on a rolling basis until the position is filled.

Equal Employment Opportunity

The Roman Catholic Diocese of San Angelo is an equal opportunity employer. We are committed to a workplace free from unlawful discrimination and to treating all applicants and employees with dignity and respect. As a

Catholic organization, we may take religion into account in certain employment decisions to the extent permitted by applicable law. We provide reasonable accommodations to qualified individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the position; it is not an exhaustive list of duties, responsibilities, or qualifications.