



**TEXAS BAPTISTS®**  
BAPTIST GENERAL CONVENTION OF TEXAS

**OPEN POSITION POSTING**

**Opening Date:** 05/12/2022 **Closing Date:** Until Filled

---

**Position Title:** Controller/Assistant Treasurer

---

**Department/Division:** Financial & Ministries Support Center

---

**Job Type:** Regular Full-Time

---

**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

---

**BASIC FUNCTION:** Provide business services, financial and tax guidelines, and reporting to the Convention and church personnel in conjunction with the Treasurer. Direct and provide oversight to general accounting and cash management operations.

---

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

---

- \*1. Serve as Assistant Treasurer in representing and supporting the work of the Executive Board.
- \*2. Review, develop, document, and maintain adequate systems and procedures of all accounting responsibilities of the Executive Board to ensure adequate internal accounting controls and provide for safeguarding of the financial resources and assets.
- \*3. Supervise and provide oversight and direction to all accounting activities of the Executive Board to include but not limited to processing and reporting of mission gifts and offerings.
- \*4. Prepare monthly, quarterly, and annual financial reports for the Executive Board department/team leaders and administrative staff. Reports include but are not limited to monthly financial statement package, church and association giving reports, budget reports, general ledgers, fund balance reports, daily cash receipts, and special project reports.
- \*5. Coordinate with the Treasurer in preparing instructions, formats, and supporting data for the preparation of budgets. Aid in consolidating and analyzing budget requests prepared by commissions and staff.
- \*6. Oversee preparation and review of monthly budget reports for ensuring proper accounting classification, cost containment, and related management information of Executive Board operations.
- \*7. Coordinate with staff regarding accounting matters, financial policies and procedures, budgetary control, and transactions processing.

**Controller/Assistant Treasurer**

- \*8. Provide direction and supervision of direct reports; provide professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports; conduct annual performance and ongoing evaluation.
- \*9. Ensure that the responsibilities, authorities and accountability of all direct reports are defined and effectively communicated to a level of thorough understanding.
- \*10. Provide leadership and clear direction to align staff performance with the organization's mission, vision, values, priorities and strategies.
- \*11. Provide leadership, direction, goals, and indirect supervision to Controller department.
- \*12. Coordinate and serve as responsible staff for engaging, scheduling, and conducting the annual certified independent financial audit to include but not limited to preparation of necessary schedules and work papers in order to manage cost of such audit.
- \*13. Serve as staff liaison to Executive Board Audit Committee. Coordinate committee meetings. Prepare reports and analysis for committee. Oversee accurate minutes of committee meetings.
- \*14. Serve as staff liaison to Executive Board Institutions Audit Group. Facilitate recommendation of group members. Coordinate group meetings. Oversee distribution of institution audit reports to group. Assign institutions to group members. Oversee accurate minutes of group meetings.
- \*15. Financial management staff liaison to Executive Board Missions Funding Group. Attend group meetings. Provide financial counsel at group meetings.
- \*16. Responsible for coordinating internal audit. Assist auditors with risk assessment. Facilitate Audit committee's prioritization of audit plan. Coordinate internal audits with Audit Committee, auditors and staff. Coordinate management response to internal audits. Coordinate implementation of audit recommendations.
- \*17. Work in conjunction with the Treasurer to provide financial reports and support to Boards, Commissions, Committees, Institutions, and Executive Board staff to include but not limited to long range planning, Convention finances, and special projects.
- \*18. Work in conjunction with the Treasurer to provide financial related support for the BGCT annual meeting to include but not limited to working with the Teller's Committee and overseeing the balloting at the annual convention.
- \*19. Develop and implement new accounting systems and procedures required to ensure approximately 5,700 churches and mission's contributions are properly processed and recorded in accordance with the new cooperative mission giving guidelines. Ensure that proper allocations funds are forwarded to the agencies of the Baptist General Convention of Texas in accordance with the church's requests.
- \*20. Assist Treasurer in investment of Convention funds in accordance with cash management policies. Develop and maintain cash management policies in accordance with cash management policies that are compatible with the ideal theological beliefs and an acceptable level of risk according to cash management policies and the Business and Financial Plan of the Executive Board.
- \*21. Oversee departmental budgeting control, reporting, and follow up with the Treasurer.

**Controller/Assistant Treasurer**

- \*22. Consult, plan, and counsel with the Treasurer and attorney on various legal issues to include but not limited to property and ad valorem tax issues.
  - \*23. Provide guidance to Texas Baptist churches and individuals on various laws and regulations, accounting policies and controls, budgets, and miscellaneous questions on Convention related actions.
  - \*24. Oversee the property and casualty, liability, and occupational injury reinsurance portfolios. Work with insurance agents in areas of price control, coverage limits, types of coverage, risk management and assessment, claims, and custody of insurance policies.
  - \*25. Maintain professional growth through continuing education, skill development, and professional involvement in the area of accounting.
  - \*26. Process mail and other correspondence accurately and timely.
  - \*27. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
  - \*28. Answer phones promptly, take accurate messages, and respond to requests for information timely.
  - \*29. Attend meetings and participate in training as required.
  - \*30. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
  - \*31. Perform other duties as required.
- \*Task which is considered to be an essential and primary function of the job.

---

**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's degree preferred and (#) years or more proven, applicable experience. Certified Public Accountant preferred.
2. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
3. Requires knowledge of and experience with financial operations, financial planning, and financial policies and procedures.
4. Preferred prior work experience managing accounting financial reporting of \$100 million in assets and \$50 million in revenue.
5. Requires prior work experience in managing a division budget of \$1+ million.
6. Require prior work experience in managing in working capital investments.
7. Requires prior work experience in managing accounting and processing of 1+ million accounting transactions (preferred experience with large annual quantities of accounts payable, payroll processing, and gift remittance forms).
8. Requires knowledge of federal income tax codes, laws, and regulations.

**Controller/Assistant Treasurer**

9. Requires knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standard (GAAS), and related authoritative accounting theory.
10. Requires knowledge of market and risk management procedures, investment markets, and related market and interest rate risks.
11. Requires knowledge of Federal, State, and accounting laws, regulations, and procedures relating specifically to tax exempt and non-profit organizations.
12. Requires knowledge of and ability to analyze corporate budgets.
13. Requires knowledge of and ability to analyze financial statements.
14. Requires ability to effectively communicate financial data to financial professionals, auditors, and non-financial personnel.
15. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
16. Requires active membership in a uniquely aligned BGCT affiliated church during employment.
17. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
18. Requires excellent listening skills, interpersonal skills, and relationship building skills.
19. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
20. Requires ability to occasionally travel to various geographic locations and some overnight stays.
21. Requires proficient client management skills.
22. Requires ability to maintain confidentiality.
23. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
24. Requires proficient ability to speak, read and write English.
25. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
26. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
27. Requires ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
28. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
29. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
30. Requires excellent organizational skills; ability to multi-task.
31. Requires professionalism in the workplace to include professional and accurate communication with others.
32. Requires commitment to Christian principles and teachings both professionally and personally.
33. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, and internet skills.
34. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
35. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
36. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.

**Controller/Assistant Treasurer**

37. Requires sufficient good health to properly discharge duties.

**CONTACT:**            Human Resources  
                         Phone 214-828-5168  
                         FAX 214-853-4257  
                         E-Mail [hr@texasbaptists.org](mailto:hr@texasbaptists.org)

**Texas Baptists is an Equal Opportunity Employer.**