

TRINITY UNITED METHODIST CHURCH
TALLAHASSEE, FLORIDA

CONTROLLER
POSITION DESCRIPTION

Position Title: Controller

Functional Classification: Administrative Staff

Responsible to: Senior Pastor

Full-time or Part-time: Full-time

Our Mission

Because of God's love for us through Jesus Christ, we exist to worship, grow and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

Our Vision

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engaging as the heart, hands, and feet of Christ in the world.

RESPONSIBILITIES:

The Controller oversees the church's financial management, budgeting, accounting, and reporting functions to ensure fiscal integrity, transparency, and compliance. The Controller also holds responsibility and management oversight for offerings and deposits, payroll and benefits administration, credit card administration, and stewardship and pledges. This role partners closely with church leadership, finance committees, and external entities to manage budgets, monitor expenditures and income, and provide accurate financial analysis to support informed decision-making. The Controller works closely with the Director of Operations to coordinate the financial and administrative functions of the church, including facilities expenditures, vendor arrangements, and staffing costs. The Senior Pastor is the authority for this position, and every significant financial matter is brought to the Senior Pastor before it is carried anywhere else.

SPECIFIC AREAS OF RESPONSIBILITY:

Financial Management

- Oversee all church bank accounts and investments, as well as all online banking functions
- Provide financial reports to the Executive Church Council and their committees; attend meetings as needed
- Primary liaison to the Finance Committee
- Maintain relationship with Treasurer
- Assist and collaborate with Trinity's Investment Committee and the bank investment team
- Perform monthly bank reconciliations

- Provide monthly reporting to all church ministry leaders, including the preschool and mission churches
- Maintain the church's annual corporation reporting and nonprofit organization status

Accounting and Budget Oversight

- Oversee general ledger postings for all programs and functions
- Oversee financial transactions for events held outside the church
- Track, communicate, and record all expenditures and income throughout the year, as required
- surveys and reports

Offerings and Deposits

- Process all income, including checks, cash, online, and ACH payments, on a weekly basis
- Process and record income for Trinity's two mission churches and, occasionally, the preschool
- Enter and reconcile deposit information in church financial software
- Prepare and deliver weekly deposits to the local bank
- Ensure proper documentation and backup for all deposits
- Retrieve and process incoming mail from the post office

Accounts Payable

- Process accounts payable invoices and maintain related general ledger entries
- Manage accounts payable for Trinity's preschool
- Manage accounts payable for Trinity's two mission churches
- Maintain Federal W-9 forms for vendors and prepare and issue 1099s to all qualifying individuals and businesses

Credit Card Administration

- Manage and reconcile all staff credit card statements, including distribution, tracking of documentation and reporting, and accurate cost coding; pay all monthly credit card statements
- Prepare monthly credit card reports for the Senior Pastor and Associate Pastor

Payroll and Benefits Administration

- Maintain employment records and benefit records for all employees
- Administer pension, medical reimbursable, dependent care, and life insurance, including employee enrollment, account maintenance, and monthly payments
- Track employee eligibility for pension, healthcare, and life insurance benefits
- Ongoing communication with benefit eligible employees
- Oversee partnership with a payroll and benefits management provider
- Process payroll and ensure continuity by training a designated backup
- Train staff and managers on payroll software, including timesheet submission, paystub access, time-off requests, and benefits management

Contributions Management and Reporting

- Prepare financial statements and contribution reports
- Provide documentation and details related to stock gifts
- Complete all mandated contribution reporting
- Prepare and distribute end-of-year contribution statements

Stewardship and Pledges

- Serve as the primary staff liaison to the Stewardship Committee
- Provide materials, reporting, and support to ensure the success of Trinity's annual stewardship campaign
- Process, track, and monitor annual financial pledges

Conference Reporting

- Complete all mandated Conference reporting
- Prepare clergy compensation documentation and records for Charge Conference
- Oversee and assist department heads with completion of Charge Conference required

Risk Management

- Report and manage property and injury insurance claims with the insurance adjuster

Member Relations

- Serve as the point of contact for member inquiries related to giving, church policies, gifts, and funding for special projects

Records and Filing Systems

- Maintain organized and compliant filing systems for hard-copy financial records
- Maintain required document storage area

Lines of Authority and Communication

- Bring all significant financial matters to the Senior Pastor before they are carried anywhere else, including large or unusual gifts, fund allocations and transfers, budget adjustments, corrections to previously reported figures, and any emerging financial need or shortfall
- Coordinate with the Senior Pastor in advance of any report, recommendation, or request presented to the Executive Church Council, the Finance Committee, the Treasurer, the Staff Parish Relations Committee, or the Annual Conference
- Notify the Senior Pastor immediately of any discrepancy, irregularity, or potential compliance concern

QUALIFICATIONS:

Minimum Qualifications

- A bachelor's degree from an accredited college or university with a major in accounting Three years of professional accounting or auditing experience

Key Knowledge and Skills

- Strong command of accounting principles, standards, and regulatory requirements
- Clear and professional communication skills, both written and verbal
- Proven ability to prepare, manage, and safeguard comprehensive financial records and documentation
- Skilled in analyzing complex financial data and translating insights into actionable recommendations
- Highly organized with exceptional attention to detail and accuracy
- Demonstrates integrity, discretion, and a commitment to maintaining confidentiality
- Proficient in relevant accounting and financial management software, with the ability to leverage technology to improve accuracy, efficiency, and reporting
- Capable of working independently while also collaborating effectively across departments and teams
- Reliable follow-through and consistent execution of responsibilities and deadlines

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