

Owensboro Catholic Schools – Financial Controller

Owensboro Catholic Schools, located in Owensboro, KY is searching for a Financial Controller to provide financial leadership in the Catholic Schools Central Office. Working under the Owensboro Catholic School's Director this position will assist in planning, directing and coordinating the financial accounting and reporting activities of the Owensboro Catholic School System.

Essential Duties and Responsibilities:

- Oversee all aspects of accounting and financial management
- Oversee the maintenance of all accounting systems
- Supervise, direct and review the work of the accounting staff
- Direct cash management including cash and investment management and reporting
- Prepare and develop the annual budget
- Maintain an organized set of detailed records and files to document financial transactions
- Resolve complex accounting issues
- Remain up to date on nonprofit accounting and audit best practices
- Safeguard assets and assure accurate recording of all transactions through proper internal control
- Provide financial analyses as needed
- Develop tools and systems to provide financial and operational information to the Owensboro Catholic School's Director, Education Council and Finance Committee

Required Education, Experience, Knowledge and Skills:

- BS/BA in accounting
- Five to seven years of professional accounting experience
- Knowledge of budgeting principles and practices, accounting principles, investments and financial reporting
- Knowledge and experience in non-for profit accounting
- Excellent organization, interpersonal skills, verbal and written communication skills
- Ability to interact effectively as a team member and to supervise others
- Willingness to support the mission of Catholic Schools

Owensboro Catholic Schools is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to: Diocese.HR@pastoral.org