



JOB DESCRIPTION St. Anthony Shrine

Job Title:	Controller
Department:	Finance
Reports to:	Executive Director
Location:	St. Anthony Shrine 100 Arch Street Boston, MA 02110
FLSA Status:	Full-Time, Exempt
Hours:	32 hours per week (four x 8-hour days)
Prepared Date:	September 25, 2024
Approved by:	Fr. Tom Conway, OFM

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Controller to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for over 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through an extensive schedule for Mass and the Sacrament of Reconciliation, as well as many outreach and social service ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Controller reports to the Executive Director for the Shrine records and the Guardian for the Friary records. The Controller is responsible for the overall accounting and record-keeping of the Shrine and the Friary. The Shrine’s annual budget is \$5 million and the Friary’s budget is \$1.5 million. Recognizing when to be transparent and when to hold things in confidence is an important aspect of this job.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Maintain Accounting Records according to GAAP.
2. Supervise the Finance team employee(s) and contractor(s).

3. Promote a culture of best business practices throughout the organization, and a strong routine adherence to law and regulations.
4. Effectively work with colleagues, donors, contractors, Franciscans, Shrine Finance Committee, vendors, independent auditors, staff of the Provincial headquarters in NYC, the downtown Boston community. Special attention should be paid to teamwork with the Shrine's Development Office. Help promote a culture of appropriate information sharing.
5. Protect the Shrine's outstanding public image and its nonprofit, tax-exempt status.
6. Manage a budgeting process which engages directors of ministerial units and operational units.
7. Create, implement, and manage a purchase order system.
8. Manage a diverse revenue stream; and create and implement cash controls for the management of more than \$1 million in currency and coin annually.
9. Perform financial analysis and forecasting.
10. Oversee contracts of outside vendors.
11. Manage accounting for grants.
12. Manage the accounting for restricted gifts within Quickbooks.
13. Manage some governmental and tax filings, especially related to our raffles.
14. Understand and work within FASB's ASV-2016-14 on nonprofit reporting.
15. Participate in the ongoing process of reconciling Finance Office's revenue records to those of the Development Office.
16. Manage quarterly Finance Committee meetings.
17. Manage the relationship with the independent auditor, preparing records for their review, and attending to the items in their annual Management Letter.
18. Attend and participate in major off-hours Development (Fund Raising) events.

Note: Outsourced functions at the Shrine: IT, HR, and Portfolio Investment Management. Because we are a religious nonprofit, we are exempt from filing form 990.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Controller to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation and collegiality.

REQUIRED QUALIFICATIONS

1. Strong understanding of Microsoft products and QuickBooks software is required.
2. Working knowledge of non-profit accounting.
3. Knowledge of Raisers Edge or Omatic software is a plus, but not required; both are used for fundraising.

ADDITIONAL REQUIREMENTS

1. Able to sit at a computer for extended periods of time.
2. Maintain confidentiality.
3. Be respectful, honest, trustworthy.

4. Possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE

1. Degrees or certifications in Accounting or Finance.
2. Relevant work experience in a comparable-sized nonprofit organization.
3. Experience with Bill.com and Divvy expense pay software helpful.

WORK ENVIRONMENT

Professional office in a business/residential religious (Franciscan, Roman Catholic) building. A unique aspect of the Shrine is that paid employees and friars work collegially.

HOURS

32 Hours per week; four x 8 hour days 8:30am - 4:30pm. Same schedule every week.

After three months, employee may apply for our work from home program. This would allow for work from home, according to the written Shrine policy, one day per week.