



DIOCESE OF SPRINGFIELD IN ILLINOIS

OFFICE FOR HUMAN RESOURCES

Employment Listing

Job Title	Controller
Location	Other inside the diocese
Application Deadline	Friday, September 30, 2022

Job Description

The Diocese of Springfield in Illinois is a rapidly growing center of Catholic culture. Between the establishment of the Evermode Institute, the St. Gianna Beretta Molla and Pietro Molla International Center for Family and Life to be built, and the canonization process of Venerable Father Augustine Tolton who lived and is buried in the diocese, the Diocese of Springfield in Illinois seeks active disciples to join our Curia staff.

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue #1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Controller manages the accounting functions and staff, which has responsibility for all financial reporting, accounting systems and internal controls, the annual budgeting process, financial statement audits, tax compliance, payroll, and banking treasury operations. The Controller also assists with defining diocesan policies as well as supports short and long-term operational strategies.

More information can be found here: https://dioorg-my.sharepoint.com/:b:/g/personal/edanaher_dio_org/EfCDWIpBt0tKqPMlg5wjYaUBqfmNsWlr_vt43Xy8swSEMA?e=J5ngUg.

Job Qualifications

- Bachelor’s Degree in Accounting with CPA required.
- Ten years’ experience in accounting, internal auditing, and/or as controller preferred.
- Thorough knowledge of budgeting principles and practices, internal control systems, tax related legislation, treasury management, financial reporting methodologies, and of generally accepted principles as promulgated by the Financial Accounting Standards Board (GAAP).
- Practicing Catholic in full communion with the teachings of the Church
- Strong verbal, written, analytical and people skills
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- Able to perform job responsibilities maintaining a high degree of accuracy as well as confidentiality
- Proven ability to solve problems and make effective decisions
- Proficient with computerized, standard accounting software packages and ability to train other

individuals to use the software

- Ability to work independently as well as with a team
- Effective communication skills and interpersonal skills
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Willingness to work collaboratively in a team-oriented environment
- Valid driver's license

How to Apply

Please send resume and cover letter to Erin Danaher at hr@dio.org or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.