

## Job Description – Elk Grove, CA - Controller

Harvest Church  
10385 E Stockton Blvd  
Elk Grove, CA 95624

**Summary:** Responsible for managing all areas of financial concern, including supervising accounting staff and volunteers, external and internal financial reporting, and assist with budgets. Compiles, classifies, records, verifies, and maintains data and payments to accounts payable and receivable records by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Process and oversee day to day operations
- Perform general ledger and bank reconciliations
- Create and analyze monthly, annual and ad hoc financial statements
- Prepare analysis and summaries of accounts
- Oversee accounts receivable process
  - Oversee count of weekly offerings and miscellaneous deposits
  - Prepare and process cash and credit card deposits
  - Post receipts to appropriate ledgers and databases
  - Research and process charge backs, refunds, bad checks, and similar items
- Oversee accounts payable process
  - Prepare and process payments to vendors
  - Post expenses and payments to appropriate ledgers
  - Investigate issues with vendors or purchasing agents
  - Monitor accounts payable to ensure payments are accurate and timely
- Answer accounts payable and receivable inquiries
- Perform monthly and annual closings
- Monitor employee time reporting using cloud-based timekeeping software
- Process payroll including payroll taxes and withholdings
- Complete required tax filings with federal, state, and local governing bodies
- Assist in development of annual budget
- Act as liaison to external auditors
- Develop, implement and maintain internal controls
- Assist with related special projects, as required

**Supervisory Responsibilities:** Supervise accounting technicians and volunteers.

If interested, please have them email: [randy.sakuda@goharvest.org](mailto:randy.sakuda@goharvest.org) or phone (916) 405-7824.