



Concordia Lutheran High School

Fort Wayne, Indiana

Controller Positional Responsibilities

The Purpose of the Business Office

The purpose of the Business Office is to manage the financial assets of Concordia Lutheran High School, enabling it to efficiently and effectively pursue its mission.

The Role and Function of the Controller

The Controller is responsible for working with the Business Office Director on all business activity of Concordia Lutheran High School, maximizing the current and potential usage of the financial and other assets, while utilizing generally accepted principles of accounting.

Primary Duties

1. Accounting – Work with the Business Office Director to guide and direct the accounting and treasury activities of the organization; protect corporate assets by developing and implementing sound accounting policies and procedures; work with the Business Office Director to achieve excellence in all accounting, payroll, audit, budgeting and planning and reporting functions.
2. Financial Reporting – Work with the Business Office Director to provide for sound decision-making by producing financial information, analyzing it, and providing thoughtful interpretation to the Head of School; make sure that all stakeholders can rely on the accuracy and timeliness of this information.
3. Fixed Asset Management – Maintain and manage an inventory system for capital equipment and assets that will improve utilization and stewardship; review current inventory of assets to forecast and fund future capital projects.
4. Cash/Treasury Management – Optimize Concordia Lutheran High School resources through sound forecasting and cash management and assume direct responsibility for developing and implementing effective cost controls throughout the organization; work with the Business Office Director to ensure maximum collections from congregations and families.
5. Internal Audit Control - Maintain internal auditing controls and coordinate accounts and internal auditing procedures with the requirements of independent auditors.
6. Communication - In cooperation with the Business Office Director, ensure that the Head of School is always aware of current trends and future projections of financial factors impacting the Association.
7. Stewardship - Demonstrate Christian stewardship in managing the assets of the Association.

Directive

The Primary-Directive: When representing the Association or Concordia Lutheran High School, the Controller shall act in a manner that is ethical, prudent, legal, and consistent with the Christian faith, the Articles of Incorporation, By-Laws and Policies, the Strategic Plan, and Mission of the Association and CLHS.