



# Concordia Lutheran High School

Fort Wayne, Indiana

## Controller Position Description

### The Role and Function of the Controller

The role of the Controller is to work in conjunction with all members of this ministry for the purpose of accomplishing this ministry as follows:

Concordia Lutheran High School pursues Christ-centered educational excellence that equips individuals for lifelong learning and service as disciples of Jesus Christ.

To this end, and in accordance with the institutional values of

Academic Excellence  
Christian Faith  
Diversity  
Mission Partnerships  
Relationships  
Servant Leadership

The following behavioral norms are expected:

1. Commitment to Christian Living (Psalm 37:5-6, Proverbs 16:3)
2. Display of Professional Behavior (Mark 9:35, Luke 12:35)
3. Recognition of the Value of All (Isaiah 43:1, 1 Corinthians 12:12-13)
4. Pursuit of Excellence (2 Corinthians 8:7, Philippians 4:8)
5. Participation in ongoing Professional Development (Romans 12:2, Hebrews 12:11)

### Positional Requirements

The Controller will have a minimum of a bachelor's degree in some area of business or accounting. An advanced degree and/or CPA designation would be preferred. One to five years experience preferred. Experience working in non-profit organizations preferred.

### Accountability

The Controller is accountable to the Head of School for reporting the financial condition and future planning of the Association.

### Salary and Benefits

The salary is established by the current compensation model, and the individual employee annual review of their professional development.

### Term of Service

The Controller's offer of employment shall be on an annual basis. It is assumed that, given a positive performance review related to the professional development program, employment will be ongoing.