

The Redemptorist Fathers are seeking an experienced **Controller** to oversee the financial and accounting functions of our publishing house, Liguori Publications, on our beautiful campus in Liguori, MO, about 30 miles south of downtown St. Louis (near Barnhart, MO).

As a ministry of the Denver Province of the Redemptorist congregation of Catholic priests and brothers, Liguori Publications' mission is to spread the gospel of Jesus Christ through print and electronic media. We publish *Liguorian* magazine, bulletins for the parish, youth and adult religious-education resources, *Catholic Update* monthly newsletter, and devotional, inspirational, and informational pamphlets and books.

In addition to the professional responsibilities listed below the successful candidate would be a person who is comfortable in a non-corporate environment. We value a person of faith who is animated by the gospel mission and who wishes to contribute to something bigger than themselves. We value a person who sees the needs of people first, and who is capable and motivated to build relationships. The ideal candidate would be a person who is mature, settled, no longer climbing the corporate ladder, and who wishes to put their skills in the service of a mission: *Catholic. Pastoral. Trusted.*

This is a hands-on position whose primary duties include:

- Maintaining the integrity of the general ledgers and subledgers.
- Performing monthly and annual financial closes and producing timely and accurate financial statements in accordance with GAAP.
- Performing monthly general ledger and bank reconciliations.
- Ensuring internal procedures are thoroughly documented and representative of appropriate internal controls and ensure adherence.
- Monitoring cash flow.
- Overseeing accounts payable, accounts receivable, fixed asset tracking, inventory transactions, and job costing.
- Setting up and administering royalties in accordance with contracts; addressing and resolving issues with authors and editors.
- Preparing daily, monthly, and ad hoc financial and sales reports.
- Participating in strategic, business, and annual planning.
- Coordinating the development of the annual budget.
- Performing HR and payroll duties such as new hire on-boarding, HR and payroll updates, bi-weekly payroll processing, bi-weekly 401k contribution calculation and reporting.

Qualifications

- Bachelor's degree in accounting from a four-year college or university and 5-7 years related general accounting and HR/payroll experience. MBA, CPA, or CMA is a plus.
- A minimum of 5 years supervisory experience and 3 years leadership experience.
- Excellent PC skills including intermediate to advanced knowledge of Excel; experience with Crystal Reports is a plus.
- Exceptional organizational skills and deadline management.
- Strong analytical and strategic-thinking skills.
- Able to work and communicate effectively with all levels both inside and outside of the organization.

To apply for this position, please submit your resume and cover letter to HR@liguori.org.