



ARCHDIOCESE  
OF ST. LOUIS



# ASSISTANT CONTROLLER

August 4, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**The Archdiocese of St. Louis** is home to almost 500,000 Catholics. The Shepherd of the Diocese, **Most Reverend Mitchell T. Rozanski** is focused on delivering the Gospel message of Good News to the faithful in his flock.

The Archdiocese of St. Louis strives to serve the community through education, housing, healthcare and unites people in faith, service and community. We are seeking an Assistant Controller who is a motivated, detail-oriented leader with a stewardship mindset. The Assistant Controller will participate in general accounting, general ledger closes, financial reporting, and implementation of a new accounting system. This role offers the opportunity to advance within the organization.

At the Archdiocese of St. Louis, we believe that every job is a potential pathway to purpose. Join a community where your skills and passion align with a greater mission, where every day brings new opportunities to make a meaningful difference for the Catholic faithful – and for the greater community – in St. Louis and 10 surrounding Missouri counties.

**Position Title:** Assistant Controller

**Reports To:** Controller



## Key Responsibilities:

- Assist in oversight of daily accounting functions including general ledger maintenance, accounts payable, accounts receivable and payroll.
- Assist in leadership of monthly and year-end closing processes and financial reports, ensuring accuracy and timeliness.
- Ensure proper tracking and reporting of restricted and unrestricted funds in compliance with donor intent and grant agreements.
- Plays a key role in the annual budget process for the Archdiocese, including compilation of data, review of results, and reporting.
- Assists with the coordination of the annual audit of all entities of the Archdiocese, including interim and year-end schedules requested by our external auditor, review of audit narratives, asset and liability reconciliations, net asset roll forwards, and other support for financial statement disclosure.
- Ensure timely preparation of audit schedules, donor reporting and other required documentation.
- Lead preparation for annual filings of IRS forms 990 in cooperation with the Controller and external auditors.
- Assists in preparation of annual financial statements, including preparation of financial statement footnotes.
- Participate in maintenance of financial policies and internal controls.
- Assist with the implementation and improvement of accounting systems and procedures, notably our conversion to Infor Cloud Suite Financial.
- Supervise and mentor accounting team members, supporting professional development and promoting a collaborative, mission-focused work environment.
- Assist in training.

## Requirements:

- Bachelor's or master's degree in accounting.
- 8 years of experience in a public accounting or private company accounting function.
- Supervisory experience required.
- Certified Public Accountant (CPA)
- Proven capability in a similar role, including analytical skills, technical writing and summary of results.
- Verbal and written communication skills are important in interacting with a wide variety of colleagues. Use of leading-edge communication tools will be ideal.
- Strong knowledge of non-profit accounting principles and fund accounting.
- Experience with accounting software (e.g. Infor CloudSuite or similar systems) and strong Excel skills.

**Travel:** Some travel throughout the Archdiocese and to conferences as required.

**Salary:** Commensurate with background and experience (\$115,000-\$130,000). Comprehensive benefit program provided by the Archdiocese (details will be furnished to finalist candidates).

**Application Deadline:** September 15, 2025  
*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Senior Vice President of Recruiting  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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