

HERMANAS SIERVAS DE JESÚS SACRAMENTADO



SISTER SERVANTS OF THE BLESSED SACRAMENT



CONTROLLER

September 8, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The **Sister Servants of the Blessed Sacrament** (Hermanas Siervas de Jesús Sacramentado) were founded in 1904 by Silviano Carrillo, a parish priest in Jalisco, Mexico. Father Silviano was an untiring pastor, a sower of peace and justice, and a defender of workers, Indians, and farmers for whom he established schools and apprenticeships.

On July 18, 1901, a thief stole a ciborium with consecrated hosts from the tabernacle of the parish. This sacrilege was particularly painful. It was the definitive moment when the Holy Spirit called him to be the founder of the Sister Servants of the Blessed Sacrament. His order would go on to dedicate itself to the adoration of Jesus in the Blessed Sacrament and the Catholic education of children and young people.

His great love and fidelity to the Church led him to establish Catholic newspapers and to defend the rights of the Church during a time when priests suffered persecution by the government. In 1921, Father Silviano was named fifth Bishop of Sinaloa. As bishop, he began a program of Christian renewal whose source was the Eucharist. He reopened the seminary. His pastoral work lasted only six months, he died in Culiacan, Sinaloa, on September 10, 1921.

The Province of the Immaculate Conception – the order's first province outside of Mexico – was established as a canonical entity in 2006 with provincial headquarters in Bonita, California. The Sisters have been serving in Catholic education since 1927. They have dedicated their lives to serving the underserved populations of immigrants and children in California. Now more than ever, the Sister Servants of the Blessed Sacrament continue to prepare students to know and love Jesus in the Eucharist, to live the gospel values and to help build a better world for all.

Position Summary:

The Controller manages the accounting functions and staff, which has responsibility for all financial preparation and reporting, accounting systems and internal controls, the annual budgeting process, financial statement audits, tax compliance (Form 941), payroll, and banking treasury operations. The Controller also assists with defining financial policies and supports short and long-term operational strategies. The Controller reports to the Chief Financial Officer.

Essential Functions:

- Ensure the proper recording (including drafting appropriate journal entries), summarization, and reporting of all financial activity to the Canonical Treasurer.
- Evaluate, update, and develop accounting policies to ensure compliance with generally accepted accounting principles (GAAP).
- Evaluate and update accounting systems, procedures, and practices, including the development and maintenance of systems of internal accounting controls to ensure adherence to best practice accounting policies.
- Manage the preparation of financial statements, including the analysis and reporting of results to provide forecasts, identify problem areas, and make specific recommendations for solutions/improvement.
- Review monthly financial closings and statements, including appropriate commentary and account analyses, as well as substantiation of month-end amounts.
- Prepare appropriate council and committee financial reporting and commentary.
- Ensure compliance with financial terms of grants and contractual obligations of the Province and its service locations.
- Ensure compliance with record keeping and reporting requirements of federal and state laws, including compliance with Internal Revenue Service and California Franchise Tax Board regulations.
- Work with Development Manager on database technology to reconcile QuickBooks Online and Bloomerang.
- Collaborate with the CFO and Canonical Treasurer on the treasury function for all banking and investment relationships.
- Coordinate the biennial review and annual budgeting process.
- Collaborate with the CFO to develop a multi-year forecast for the Statement of Activities, Statement of Financial Position, and Statement of Cash Flows.
- Coordinate interim and annual financial statements and footnotes.
- Coordinate various tax returns preparation (DE-9 and Form 941) and filing.
- Proficiently and accurately maintain records in compliance with best practice retention policies.
- Supervise, train, and evaluate AP/AR accounting staff.

Other Responsibilities:

- Provide financial guidance to sisters and schools, as needed.
- Review and approve purchases as required.
- Lead departmental projects as needed, including department RFPs, integration, and team training of any new accounting systems.
- Other duties as assigned.

Education & Experience:

- Bachelor's degree in accounting with CPA preferred.
- 5-7 years of experience in accounting, internal auditing, and/or as Controller preferred.
- Thorough knowledge of not-for-profit accounting, budgeting principles and practices, internal control systems, treasury management, financial reporting methodologies, and Generally Accepted Accounting Principles.

Skills, Knowledge, & Characteristics:

- Appreciation of and respect for the teachings of the Catholic Church as well as the mission and charism of the Sister Servants of the Blessed Sacrament.
- Strong verbal, written (Spanish language preferred), analytical, and interpersonal skills.
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook.
- Excellent ability to organize, plan, set job priorities, and multi-task to meet deadlines.
- Able to perform job responsibilities maintaining a high degree of accuracy as well as confidentiality.
- Proven ability to solve problems and make effective decisions.
- Proficiency with computerized, standard accounting software packages (QuickBooks Online preferred). Has the ability to train other individuals to use the software.
- Ability to work independently as well as with a team.
- Effective communication skills and interpersonal skills.
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks.
- Willingness to work collaboratively in a team-oriented environment.

Travel: Minimal travel required.

Salary: Commensurate with background and experience, up to \$130,000 (annualized). Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: October 31, 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:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
Kenr@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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