

**Controller, Diocesan Synod of Nova Scotia & Prince Edward Island – Diocesan Position
(Full-Time Position)**

Applications are invited for the position of Diocesan Controller.

Organization's Purpose:

The Diocesan Synod Office is committed to supporting the Diocesan Mission of endeavouring “To be a Christ-centered mission-minded, ministering community of faith” by focusing on the Marks of Mission of the Anglican Communion.

Position Purpose:

The Controller is a member of the Diocesan Management Team. The main purpose of this position is to supervise all aspects of the financial operation of the Synod Office.

Qualifications and Experience Required:

- CPA designation, accompanied by a minimum of five years' experience in a similar situation.

Skills and Characteristics Required

- Maturity, honesty, punctuality, motivation, team player, strong interpersonal and communication skills are core essentials.
- In conjunction with a sound financial background, the incumbent must be able to converse with Parish Treasurers and Wardens, many of whom are not financially trained. Must be willing to visit parishes and assist them in their financial operation. This is a key element of the position.
- Ability to function within a team, make timely and accurate recommendations, and make decisions as required.
- Ability to take and demonstrate initiative.
- Extensive knowledge of computerized accounting, GAAP, financial statement preparation and analysis, external audit requirements, and budgeting.
- Ability to supervise others in a consultative and respectful manner.
- Appreciation of a religious organization and its differences from “main stream” industry is required.
- Understanding of investment and mortgage procedures.
- Flexibility, especially in communication with parish leaders.
- A Good sense of humour.

For complete position description, please contact joneil@nspeidiocese.ca

If you are interested in applying, please send a letter of application, resume, names of three references, and a current Police Records Check, including a Vulnerable Sector Check. In addition, if a Child Abuse Registry (or equivalent) exists where you currently reside, you must submit a current check from the Registry (or equivalent) as well. Please apply by **June 22, 2018**, to:

The Reverend Canon Gordon Redden
The Diocese of Nova Scotia & Prince Edward Island
1340 Cathedral Lane
Halifax, NS B3H 2Z1
E-mail: gredden@nspeidiocese.ca