

LOVE
WHAT
YOU DO.



TRANSFORMATION CHURCH

CONTROLLER
JOB PROFILE



**CONNECTED.
RESULTS-DRIVEN.
BEST IN CLASS.**



THE TRANSFORMATION CHURCH STORY

Pastors Michael and Natalie Todd are the Lead Pastors of Transformation Church based in Tulsa, OK since February 2015. They were entrusted with Transformation Church from the founding pastor, Bishop Gary McIntosh, after 15 years of operation. Their personal philosophy and driving passion is re-presenting God to the lost and found for transformation in Christ. They aspire to reach their community, city and world with the gospel presented in a relevant and progressive way. They've been married since 2010 and live in Tulsa with four beautiful children.

TRANSFORMATION CHURCH MISSION & VISION

**We exist to Re-Present God to the lost and found for transformation in Christ.
We are a multi-church. Meaning we are a multi-generational, multi-ethnic,
multi-plying, and multi-campus.**

Represent.

TRANSFORMATION CHURCH

CULTURE CODES

+ TRANSFORMATION

We are a relevant and progressive church that changes lives.

+ LOVE

We love first.

+ FAITH

We have faith in God, faith in people and faith for miracles.

+ H.O.T.

We are humble, open and transparent people of integrity.

+ GENEROSITY

We give just to give, not to get.

+ SERVICE

We use our hands to show our hearts.

+ WORSHIP

We use our lives to express God's worth.

+ EXCELLENCE

We hold ourselves to a very high standard in our words, appearance and actions.

+ DISCIPLINE

We are committed to structure, training and conduct that produces growth.

+ RELATIONSHIP

We belong together.

+ HONOR

We reverence God, value people and demonstrate our gratitude.

+ FUN

We enjoy it all.

JOB SUMMARY

The Controller is responsible for oversight and execution of all daily accounting operations, including but not limited to accounts payable processing, reconciliations, fixed assets, construction in process, month and year-end close, and general ledger management. This position is charged with the responsibility of proper stewardship and administration of the ministry's finances in accordance with general accounting standards and the core values of Transformation Church.

ESSENTIAL DUTIES & RESPONSIBILITIES

HEART: Passion & Purpose

- This person must demonstrate a stable, mature Christian walk, reflecting the fruit of the spirit.
- Passion for helping others identify their God-given purpose and work in that calling effectively.
- Passion for helping the church expand our vision through empowering partners to participate in unity
- Be an initiator, solution-focused, servant-spirit, and supportive team member.
- Willing to become a member of Transformation Church and support the vision through accurate financial reporting and stewardship

HAND: Responsibilities & Duties

- Planning, directing, and coordinating all operational accounting functions
- Plan, organize and execute accounting tasks and projects

HAND: Responsibilities & Duties Continued

- Ensure compliance with GAAP
- Participate in the ongoing development and establishment of accounting department policies, procedures, and operational strategies
- Participates in the execution of systems that will facilitate expansion, compliance, and scalability
- Maintain a continued focus on improving system efficiencies
- Evaluation and compliance of internal control policies and systems
- Coordinate and prepare internal and external financial statements for management and stakeholders
- Oversee the annual financial audit
- Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Providing management with information vital to the decision-making process
- Assessing current accounting operations, offering recommendations for improvement, and implementing new processes
- Plan and direct all accounts payable functions
- Cultivate and nurture vendor relationships and partnerships
- Ensuring the AP team's timely processing and payment of all vendor invoices
- Review invoices and general ledger coding for correct entry into the financial system
- Ensure there is an accurate collection and repository of W9s, as well as the distribution of 1099 forms at each end of the year
- Lead the month-end and year-end close process
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Hiring, training, and retaining skilled accounting staff
- Additional duties as assigned

HEAD: Knowledge & Training

- Bachelor's Degree in Accounting required
- CPA or MBA preferred
- Must have 5+ years of progressive experience
- Must be self-motivated, detailed oriented, and capable of leading others
- Strong interpersonal and organizational skills, proficient in managing multiple tasks, flexible in accepting additional responsibilities
- Adept at exercising discretion and setting priorities
- Strong communication, problem-solving, and customer service skills
- Proficiency in Microsoft Office applications is required; advanced knowledge of Excel is strongly preferred
- Capable of learning other required software platforms utilized by the church
- Maintains confidentiality in all situations
- Ability to resolve conflict in a calming manner
- Willing to pursue continuous learning opportunities
- Ability to always work with respect and cooperation with fellow staff and partners





TULSA, OKLAHOMA

The 2nd largest city in Oklahoma and the 47th most populous in the U.S. at approximately 1 million people, Tulsa, once known as the “oil capital of the world”, attracts people from every walk of life wanting to live even just a slice of their life on Tulsa Time.

Tulsa is a place where large, headquartered companies like QuikTrip, BOK Financial Corporation and ONEOK coexist with a thriving and ambitious local scene that defines cultural life in Tulsa by way of an engaging arts community, a culinary utopia and a seemingly endless amount of unique boutiques.

Aside from being a place of opportunity, Tulsa boasts an impressive amount of art deco architecture that goes toe to toe with the largest cities, a half billion-dollar park ranked best in the U.S. that beckons to be explored by all, a rich history of music that inspired a genre named after the city and so much more. There’s just no place quite like T-Town.

We love what we do!

Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.

Our vision is transformation & our mission is

Transforming people + organizations

Values



Fun

We will laugh hard & often.



Generosity

We will give & not take.



Integrity

We will be the same in public & private.



Team

We are better together.



Simple

Complexity is the enemy of growth.