



# Catholic Family Services

[www.cfsstl.org](http://www.cfsstl.org)

Catholic Family Services, a non-profit that specializes in counseling and psychiatric services in the St. Louis metro area, is seeking a Full Time Controller in our administrative office located in St. Louis Missouri to join our team.

Reporting to and partnering with the Executive Director of Catholic Family Services, the Controller plays a critical role in developing and implementing the financial and operational strategies for Catholic Family Services. The Controller is responsible for overseeing the fiscal responsibilities of Catholic Family Services, in conjunction with the Executive Director, Finance Committee and the Board of Directors.

The individual will be responsible for:

- Financial Management of Catholic Family Services (i.e. Manage cash flow, forecasting, budgets, 990, etc.)
- Financial/Operational Oversight of the Agency.
- Collaboration with internal and external resources connected to the viability of the agency.

**Desired Qualifications:** The ideal Controller candidate is an experienced business professional with multi-functions experience in several of the administrative responsibility areas (finance, operations, administration). Requires the intellect and openness associated with formal academic training in business and accounting. Strong analytical skills and the ability to develop and institute appropriate strategies.

Successful operations of the role will require demonstrated administration management ability, including superb prioritizing skills, along with a demonstrated dedication and success in implementation of programs. The position holder will be a demonstrated self-starter, action-oriented, with a clear understanding of the requirements of business and staff leadership. A strong attention to detail and organization with the ability to engage in strategic planning/discussions with the leadership team.

**Required education:**

- Bachelor's degree in accounting or finance required. Master's degree preferred.
- 5+ years of working experience within the field of business, preferably in the non-profit arena.

All interested applicants please submit your resume and cover letter stating your salary expectations to [cfsstl@ccstl.org](mailto:cfsstl@ccstl.org)

We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls please.



St. Louis County  
Children's Service Fund  
*Keeping Kids First*



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