



Job Title: Director of Finance
Reports To: Director of Operations
Status: Exempt/Salaried Full Time
Prepared By/Date: Joseph Weston 2/17/2025
Approved By/Date: Candace Dellinger 2/17/2025

Position Summary

Oversee the efficiency, accuracy and productivity of the day-to-day activities of the accounting department and provide financial management and guidance for the church as a whole (including Palmetto Christian Academy and Campus Outreach). Present financial statements that provide reasonable assurance that said statements are free of material misstatements and are presented fairly in accordance with generally accepted accounting principles ("GAAP").

Roles and Responsibilities

- Oversee the daily operations of the finance staff to ensure quality control, productivity, accuracy, efficiency, and team cohesiveness.
- Ensure the consistent application of generally accepted accounting principles in the processing of all types of accounting transactions.
- Manage the month-end close to ensure that bank reconciliations, postings and journal entries are accurate, timely and appropriate.
- Ensure that fixed assets are capitalized and depreciated in accordance with church policies; and transactions are posted fairly and appropriately.
- Manage the preparation and distribution of required tax forms and filings.
- Ensure donor contribution statements for cash and in-kind donations are delivered in a timely and accurate manner.
- Ensure that adequate evidence is retained, in accordance with requirements, to support the accounting transactions processed.
- Serve as the primary liaison with the independent audit firm in order to execute an efficient and effective audit.
- Collaborate with the Operations Director to produce a timely, balanced budget.
- Ensure finance policies are up-to-date, accurate and properly documented.

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent (required)
- Willing to become a member of East Cooper Baptist Church (required)
- A passionate love for the Lord and a desire to serve in support ministries (required)
- Minimum 5 years of proven leadership and management with a high skill and competency level demonstrated in the field of accounting/finance
- Bachelor's Degree (required)
- MS in Accounting or similar degree (desired)
- Experience with GAAP for non-profit/church (desired)
- Proficient with accounting software packages and digital tools (Abila MIP, Google GSuite, Microsoft Office, etc.)
- Ability to interpret general business periodicals, professional journals, and/or government regulations
- Ability to exercise sound judgement in making decisions
- High level of confidentiality and integrity

- Attention to detail
- Problem solving and critical thinking
- Conflict resolution
- Exceptional written, verbal, and interpersonal communication skills
- Flexibility, dependability, and adaptability
- Proven leadership skills in team building and management

If you are interested in this opportunity and meet the qualifications below, please complete an online employment application. Upload your resume with a cover letter at the end of the form.