

JOB DESCRIPTION

Accounting and Finance Office Director

First Baptist Church Spartanburg

Department: Business Office
Reports to: Administrator
Job Status: Full-Time
FLSA Status: Non-Exempt
Effective Date: Immediately

A large and growing church in the Upstate of South Carolina seeks a talented and dynamic candidate for the **Accounting & Finance Office Director** role. The ideal candidate will have experience in an accounting or financially-oriented role of a controller, be organized and able to multi-task, and have excellent communication and leadership skills.

Responsibilities:

- Financial statement preparation, analysis, and presentation
- Assist the Administrator with financial health reporting and strategic planning
- Lead the budgeting process
- Departmental budget tracking and reporting
- Primary point of contact and data supply for annual audit
- Work with Finance Team Chairman in the audit review process
- Preparing journal entries and financial statements for month-end closing
- Oversee expense management system
- Perform account reconciliation
- Serve as backup for AR and assist in counting tithes and offerings
- Serve as backup for payroll processing
- Seek areas for process improvement and support improvement projects
- Work closely with HR and Contributions team

Qualifications:

- General management mindset and business acumen
- 4 Year Degree in Business, Accounting, and/or Finance
- In-depth understanding of Generally Accepted Accounting Principles (GAAP) and procedures
- Proficient with technology
- Experience with QuickBooks and Aplos a plus
- Strong attention to detail and problem-solving skills