

# **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

We are seeking a hard-working and professional candidate for an **Accounting & Business Office Director** Role. The ideal candidate will have experience in an accounting or financially-oriented role, be organized and able to multi-task and have excellent communication skills.

#### **Responsibilities:**

- Assist the Administrator with financial health reporting and strategic planning
- Financial statement preparation and analysis
- Assist the Administrator with the budgeting process and department planning
- Primary point of contact and data supply for annual audit
- Work with Finance Team Chairman in the audit review process
- Departmental budget tracking and reporting
- 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
- 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