



Job Title: Finance Manager
Status: Exempt / Salaried Full time / Level 600/500
Location: 361 Egypt Road, Mount Pleasant, SC
Approved by: Gene Beckman / February 2019

Position Summary

The Finance Manager is responsible for maintaining the integrity of financial information through the supervision of direct reports, ensuring the accuracy of general ledger information, performing a timely month-end close and ensuring finance policies and internal controls are up-to-date and consistently applied throughout East Cooper Baptist and all its ministries.

Organizational Status

The Finance Manager reports to the Finance Director. Interacts and receives input from PCA Director of Admissions, PCA Headmaster, Congregation members and PCA Parents.

Job Responsibilities

- Assist in processing accounts receivables and related payments for East Cooper Baptist Church, Campus Outreach, and Palmetto Christian Academy
- Serve as primary liaison for staff and vendors questions regarding payments
- Ensure data integrity through various system interfaces
- Oversee processing online and cash/check contributions
- Manage accounts receivable and tuition payments for Palmetto Christian Academy

Job Requirements:

- A passionate love for the Lord and a desire to serve in support ministries
- Member of ECBC
- Agree with East Cooper Baptist's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Bachelor's degree in Accounting/Finance, a plus
- 2-3 years accounting experience, a plus
- Accounts payable experience preferred
- High level of integrity, confidentiality and dependability
- Ability to adapt to a continually evolving environment
- Proficient in Microsoft Word, Excel and Google applications
- Knowledge of Abila MIP Fund Accounting a plus
- Knowledge of Vision2 a plus

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with cover letter at the end of the application form. Thank you!