ST. PHILIP'S

ANGLICAN CHURCH

Director of Finance and Facilities

SUMMARY

St. Philip's Church in Charleston, South Carolina, together with its ministry subsidiary St. Philip's Academy, LLC—a Classical Christian School—seeks a Director of Finance and Facilities to steward and strengthen the financial health of a vibrant, historic, and growing parish. Founded in 1680, St. Philip's is the oldest congregation in the United States south of Virginia and is part of the Anglican Diocese of South Carolina within the Anglican Church in North America (ACNA).

In 2023, the parish launched Shine the Light, a $21.5 million capital campaign that exceeded its goal in March 2025. These funds are enabling the restoration of historic facilities, expansion of the parish hall, and launch of St. Philip's Academy, which will open with grades K4–4 in 2026–2027 and grow to grade 12 over time.

Reporting directly to the Rector, the Director of Finance and Facilities will serve as a key member of the senior leadership team, overseeing all financial and facility operations for both the Church and the Academy. This includes strategic planning, budgeting, compliance, reporting, and management of funds with and without donor restrictions, as well as playing a vital role in ensuring long-term sustainability, enabling the church and school to fulfill their shared mission of proclaiming the Gospel, making disciples, and serving the Charleston community. In addition, the Director will oversee all aspects of building maintenance and facility operations to provide a safe, welcoming, and well-maintained environment for ministry and community use. This position supervises the Chief Accountant and is a full-time, salaried position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

I. Financial Strategy & Planning
   a. Develop and implement financial strategies, budgets, forecasts, and scenario planning.
   b. Oversee cash flow management, investments, and banking relationships.
   c. Ensure proper fund accounting, including compliance with donor restrictions and reporting requirements.
   d. Partner with ministry leaders to align financial resources with the church's vision and goals.

II. Accounting & Reporting
   a. Oversee all accounting functions, ensuring accurate and timely financial records, including the general ledger, accounts payable, accounts receivable, and payroll, in collaboration with the Chief Accountant.
   b. Manage payroll and benefits administration (in partnership with outsourced providers or finance staff).
   c. Prepare and present accurate and timely financial statements, including Statement of Activities, Statement of Financial Position, Statement of Cash Flows, Statement of Functional Expenses to the Rector, Clergy, Vestry, and relevant committees.

d. Manage the annual audit process and ensure compliance with relevant accounting standards (GAAP, including ASC 958 for nonprofits) and regulations.

III. Budgeting, Forecasting and Donor Management

a. Lead the annual budget development process in collaboration with ministry leaders and any relevant committees.
b. Monitor budget performance, track variances, and recommend corrective actions as needed.
c. Provide multi-year financial forecasts to guide strategic decision-making and future planning.
d. Ensure accurate recording and acknowledgment of contributions.
e. Implement systems to track donor-restricted funds.
f. Collaborate with stewardship committees to promote a culture of generosity and accountability.

IV. Systems Implementation and Process Improvement

a. Evaluate current financial processes and systems, identifying areas for improvement and automation.
b. Lead the selection, configuration, and implementation of new accounting and financial management software.
c. Establish policies and procedures for budgeting as well as internal controls for purchasing, expense tracking, and reporting.
d. Provide staff training and support to ensure smooth adoption of new financial systems.

V. Facilities & Maintenance Oversight

a. Oversee the operation, maintenance, and repair of all church facilities, grounds, and equipment.
b. Develop and manage facility maintenance schedules, including preventive and seasonal work.
c. Ensure compliance with safety, security, accessibility, and building code requirements.
d. Monitor facility budgets and track expenditures for repairs, utilities, and improvements.
e. Oversee the recordkeeping of the church cemetery and graveyard and future columbarium, including the sale of cemetery plots, including contracts, documentation, and financial processing.
f. Ensure accurate mapping and tracking of available and occupied plots.

VI. Compliance & Risk Management

a. Ensure compliance with all federal, state, and local laws and regulations related to nonprofit financial operations (e.g., IRS Form 990, grant requirements, employment laws).
b. Establish and maintain robust internal controls and financial procedures to safeguard assets and prevent fraud or mismanagement.
c. Identify and mitigate financial risks, including those related to funding, investments, and operations.
d. Manage the Church's and Academy's insurance requirements, including property insurance, general liability insurance, director and officers liability insurance, fidelity bonds, employment practices liability insurance, as well as any specialty bonding requirements, ensuring adequate coverage and compliance with regulatory requirements.
e. Identify and assess potential risks to the Church and the Academy, and develop strategies to mitigate these risks.

VII. Strategic Leadership & Collaboration
   a. Act as a strategic partner to the Rector on short and long-term planning, financial sustainability, and organizational growth initiatives.
   b. Provide financial insights and analysis to support informed decision-making across all departments.
   c. Build and maintain strong relationships with external parties, including auditors, banks, suppliers, and public officials.
   d. Lead and develop the finance team, fostering a culture of accuracy, efficiency, and continuous improvement.
   e. Communicate financial status and updates to the Clergy, Vestry, relevant committees, and congregation as appropriate.

REQUIRED QUALIFICATIONS

- An active and growing Christian faith lived out in a faithful worshiping community.
- Bachelor's degree in accounting, finance, business administration, or a related field. A Master's degree preferred.
- Significant experience, including five years in senior financial leadership roles.
- Expert knowledge of GAAP with the ability to become an expert in nonprofit principles (including fund accounting), budgeting, and financial reporting standards.
- Strong understanding of financial regulations, compliance requirements, and risk management best practices.
- Demonstrated leadership ability, strong communication skills (both written and oral), and the ability to collaborate effectively with diverse stakeholders.
- Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and develop strategic recommendations.
- Proficiency with financial management and accounting software systems.
- Ability to adapt to a continually evolving environment and thrive in a deadline-oriented setting.
- Genuine interest in and commitment to the organization's mission.

BENEFITS

- Competitive salary commensurate with experience.
- Competitive retirement contribution plan.
- Paid time off.
- Health and dental insurance.
- Opportunities to work in a historic, mission-driven organization.
- Participation in a vibrant worshiping community.
- Full-time position with occasional evening and weekend responsibilities for meetings or events.
- Hybrid work flexibility may be available, subject to church policy and operational needs.

Applicants should include in their cover letter a brief statement describing how their experience, skills, and gifts will serve the mission and ministry of St. Philip's Church and Academy. Please send a resume and cover letter to jobs@stpchurch.org.