



ST. PHILIP'S

ANGLICAN CHURCH

Staff Accountant

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 Staff Accountant 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).

The Staff Accountant plays a central role in the newly established Shared Services finance department, reporting directly to the Director of Finance & Facilities. This role owns the monthly close, financial reporting, reconciliations, and audit preparation across multiple ministry entities and departments. The ideal candidate is an experienced fund accountant who works independently, reviews the work of others, and helps lead the Church's conversion to accrual, the tuition management of the Academy, and a planned migration to a single accounting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Close & Reporting

- Own and execute monthly close procedures for both entities.
- Prepare accurate and timely financial statements and variance reports.
- Maintain general-ledger integrity, prepare journal entries, and review reconciliations and coding prepared by the AP/AR Specialist.
- Lead preparation of annual budgets and ongoing budget-to-actual tracking.

Multi-Entity Accounting

- Maintain separate financial records for the Church and the Academy.
- Maintain the Preschool as a distinct cost center within the Church's accounting system.
- Document inter-entity transactions and support the cost-sharing/allocation methodology.
- Lead the Church's conversion from modified cash to accrual (effective January 1, 2027).

Compliance & Audit Support

- Maintain records in accordance with nonprofit accounting standards (GAAP).
- Lead annual audit preparation and serve as the primary liaison to external auditors.
- Ensure compliance with applicable state and federal reporting requirements for all entities.

Systems & Processes

- Operate daily in Aplos (Church/Preschool) and in Blackbaud (Academy).
- Document existing processes and contribute to the shared-services playbook.
- Participate in the evaluation and eventual migration to Sage Intacct (or other appropriate system — planned Year 3).

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.
- Significant experience, including five years in senior financial leadership roles.
- Working knowledge of nonprofit GAAP principles (including fund accounting), budgeting, and financial reporting standards.
- Excellent analytical and problem-solving skills, with the ability to interpret complex financial data.
- 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.
- Opportunity to work in a historic, mission-driven organization.
- Participate in a vibrant, faithful work environment.
- Remote/Hybrid work flexibility may be available, subject to church policy and operational needs.

Applicants should include a brief statement in their cover letter 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 Brandon@stpchurch.org.