



ST. PHILIP'S

ANGLICAN CHURCH

AP/AR Specialist

SUMMARY

St. Philip's Church in Charleston, South Carolina, together with its ministry subsidiary St. Philip's Academy, LLC—a Classical Christian School—seeks an AP/AR Specialist 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 AP/AR Specialist is a key transactional role in the newly established Shared Services finance department, reporting directly to the Director of Finance & Facilities. This position manages accounts payable, accounts receivable, tuition billing, Preschool billing, and donation receipting across two entities. The ideal candidate is organized, detail-focused, experienced with billing workflows, and comfortable in a faith-based, multi-stakeholder environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Process vendor invoices and check requests accurately and on time for both entities.
- Maintain vendor records and documentation, including W-9s and purchase orders.
- Research and resolve invoice discrepancies with department heads.
- Prepare and process weekly payment runs (checks, ACH, credit card).
- Maintain AP aging and communicate payment status to vendors.

Accounts Receivable — Academy Tuition

- Manage the full tuition billing cycle for St. Philip's Academy in Blackbaud.
- Issue tuition statements, track payments, and follow up on outstanding balances.
- Coordinate with Academy administration on billing questions and family accounts.
- Prepare monthly AR aging reports for Director review.

Preschool Billing

- Manage billing and collections for the St. Philip's Preschool program.
- Issue monthly statements and track payment receipts.
- Process enrollments, withdrawals, and scholarship/discount adjustments.

Church Receipting & Giving

- Process and record weekly contributions and online giving for the Church.
- Reconcile giving between Planning Center and the general ledger.
- Prepare and mail annual and quarterly giving statements for donor records.
- Maintain donor records and coordinate with the Director on pledge tracking.

General

- Operate daily in Aplos (Church/Preschool) and Blackbaud (Academy).
- Assist with month-end close, including AP/AR reconciliations.
- Maintain organized digital and physical transactional records.

- Support annual audit preparation with accurate AP/AR documentation.

REQUIRED QUALIFICATIONS

- An active and growing Christian faith lived out in a faithful worshipping community.
- Associate's or Bachelor's degree in Accounting, Business, or related field (or equivalent experience).
- 2–4 years of accounts payable and/or receivable experience.
- Experience with billing workflows — tuition, subscription, or recurring billing a plus.
- Proficiency in Microsoft Excel and accounting software (Aplos or Blackbaud a strong plus).
- Strong communication skills with vendors, families, and staff.
- High attention to detail and accuracy at high transaction volume.
- 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.