



THE DIOCESE OF SOUTH CAROLINA

THE EPISCOPAL CHURCH IN SOUTH CAROLINA

Position: Comptroller

Pay Range: \$90,000 salary and health, dental, and life insurance and pension benefits

Status: Full-time; This position is 40 hours, Monday through Friday

Position Summary

The Episcopal Diocese of South Carolina, a diocese of The Episcopal Church comprised of 33 congregations in the eastern half of the state of South Carolina, seeks an organized, self-motivated, business professional, who is to perform general accounting duties including day to day bookkeeping, preparation of quarterly financial statements, federal and state tax reporting, and annual budget support, as well as respond to regular requests from the diocese in a timely manner.

Specific Duties:

- Provide financial, policy and administrative council to the Bishop and Treasurer. Be available to conduct research, carry out projects, or visit congregations as requested.
- Monitor diocesan financial matters.
- Coordinate annual budgeting process: draft budgets, prepare budget material for convention, monitor actual expenses versus budget, and take necessary changes to the Finance Committee and Council.
- Provide “Controller function” – monitor expenses, review and approve disbursements, develop appropriate financial policies, ensure compliance with fund restrictions, ensure regular communications of financial results, development, and review.
- Ensure required audits are conducted, assist the outside auditor with the Diocesan Audit, and follow-up with audit recommendations.
- Partner with Diocesan Treasurer in monitoring overall financial health of the Diocese.
- Support clergy and congregational leadership with financial matters, availability of diocesan resources, and other policy matters related to Best Practices.
- Serve as resource in financial matters for St. Christopher Camp and Conference Center
- Be familiar with all real estate and loan information for parishes in the Diocese.
- Check the diocesan post office box and distribute mail at least once per week.
- Phone coverage and other administrative tasks as needed and assigned.

Bookkeeping Responsibilities

- Make all bank deposits
- Write all checks
- Maintain cash receipts and cash disbursements journals

- Prepare payroll and required payroll reports for Diocesan staff and supported congregations.
- Provide bookkeeping support for St. Christopher Camp and Conference Center
- Pay bills (make sure necessary approvals, backup, etc. are in hand)

Responsibilities with Parishes and Committees

- Be familiar with Canons (The Episcopal Church and diocesan) and ensure that all Diocesan Operations are in compliance.
- Provide information to parishes regarding accounting systems procedures.
- Serve as the point person for the Parish and Mission Grant process.
- Review for timeliness and accuracy the annual parish audits.

Qualifications

- Experience with accounting duties.
- Prefer knowledge of nonprofit accounting and financial reporting.
- A flexible collaborator able to complete ad hoc and unstructured work assignments on a timely basis.
- Creative problem-solving ability to deal with ambiguity often present in ministry settings.
- Communicate in a clear, transparent manner, as stakeholders have non-financial backgrounds.
- Prioritize and multitask a variety of responsibilities.
- Able to keep private information confidential.
- Strong attention to detail.
- Comfortable working with a diverse population.
- Willingness to support the mission and ministry of the Episcopal Diocese of South Carolina and The Episcopal Church.

Other Requirements

- While most work will be regular business hours, able to occasionally work evenings and weekends
- Able to travel to meetings and conferences as needed
- Able to physically come to the office multiple times per week.
- Able to travel to the post office and bank as needed.

Application Process

To apply, send the following information to Betsy Pritchard, Executive Assistant to the Bishop at bpritchard@episcopalchurchsc.org.

- A. A one-page cover letter
- B. Resume detailing work experience
- C. Professional references

Deadline for applications is February 28, 2024.