

South Carolina Baptist Convention

Job Title	Executive Assistant
Reports to	Chief Financial Officer
Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (check one)
Salary Band	8

Duties and Purpose

The Executive Assistant to the Chief Financial Officer (CFO) serves as a trusted operational partner to the CFO and supports the effective functioning of the Finance Office of the South Carolina Baptist Convention. This role combines executive administrative support, finance office coordination, governance support, and strategic project assistance. The position helps ensure that the CFO's office operates efficiently and that financial operations supporting the mission of the South Carolina Baptist Convention are organized, timely, and well-coordinated.

A. Executive Leadership Support (CFO Office)

- Manage the CFO's calendar, scheduling priorities, and meeting coordination.
- Coordinate travel arrangements, logistics, and expense reporting.
- Prepare reports, presentations, correspondence, and briefing materials.
- Track action items from leadership meetings and follow up as appropriate.
- Manage confidential financial and organizational information with discretion.
- Maintain organized files and documentation for the CFO's office.
- Support preparation of communications and updates to internal leadership.

B. Finance Office Coordination

- Assist with organizing timelines for budgeting, reporting, and finance projects.
- Maintain financial documentation and records in accordance with policy.
- Run and compile reports from financial systems when requested.
- Assist with gathering data for budgeting, forecasting, and financial reporting.
- Support limited administrative aspects of month-end and year-end processes.
- Coordinate document routing, approvals, and vendor information as needed.
- Assist with maintaining organizational charts, signature authorizations, and approval matrices.

C. Board and Committee Support

- Coordinate preparation of financial materials for board and committee meetings.
- Assist with compilation and proofreading of board packets and reports.
- Track action items and follow-up items from finance-related committee meetings.
- Maintain secure records and documentation related to financial governance.
- Coordinate meeting logistics and scheduling for finance-related committees.

Qualifications

- Associate or bachelor's degree in accounting, Finance, Business Administration, or related field (or equivalent experience).
- Three –five years' experience in executive administrative support roles (experience supporting senior executives preferred), finance or accounting environments.
- Experience supporting senior executives or leadership teams preferred.
- Skills & Competencies:
 - Strong organizational and multitasking ability.
 - Excellent attention to detail and confidentiality.
 - Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and accounting systems (e.g. Great Plains, or ERP systems such as Microsoft's Business Central).
 - Strong analytical skills - the ability to summarize detailed information clearly and concisely.
 - Strong written and verbal communication skills.
 - Ability to work independently and manage multiple priorities in a fast-paced environment.
- A collaborative team member who demonstrates professionalism, discretion and sound judgment.
- Is an active member of a local Southern Baptist church that is in friendly cooperation with the South Carolina Baptist Convention and Southern Baptist Convention and faithfully contributing through Cooperative Program in support of convention work.
- Adheres to the core values of the SCBC.
- Adheres to vision and mission statement of the SCBC.
- Is committed to the promotion of the Cooperative Program.
- Agrees to abide by a high standard of moral and ethical behavior that will positively represent the vision and values of the SC Baptist Convention.
- Affirms and agrees to work within the parameters of the convention's adopted statement of faith (The Baptist Faith and Message 2000).

Physical Requirements

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
- frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
- required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
- required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- required to have a valid driver's license, a safe driving record, and proof of automobile insurance.
- available to travel overnight occasionally to fulfill job responsibilities.

- able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

Reports

Works closely with: Finance and Accounting, Human Resources, Information Technology and Executive Leadership Teams.

Approved by:	
Date Approved:	<i>03/2026</i>
Reviewed:	<i>03/2026</i>