ORTHODOX CHRISTIAN MISSION CENTER

ASSISTANT FINANCE DIRECTOR

Orthodox Christian Mission Center (OCMC) • St. Augustine, Florida

Work for an Orthodox Christian agency that is changing the world!

We're excited to fill the role of Assistant Finance Director. This position plays a key role in overseeing day-to-day accounting operations that sustain OCMC's mission around the world.

The Assistant Finance Director provides essential financial reporting, general ledger management, accounts payable, payroll administration, budgeting support, and audit preparation.

Help us steward generosity and strengthen mission impact

WHAT YOU WILL DO

- Manage daily accounting processes and workflow, coordinating priorities and deadlines with the Finance Director
- Prepare monthly, quarterly, semiannual, and annual financial reports
- Assist with annual budget preparation and forecasting activities
- Provide financial information and analysis to department managers and leadership
- Assist with schedules and documentation for annual audits
- Support reporting related to grants, missionary funding, and program activities.
- Manage vendor records and accounts payable processing
- Prepare ACH and wire transfers for authorization
- Administer payroll processing for domestic and overseas employees
- Process new employee paperwork, payroll and benefits setup, and orientation to payroll, expense reimbursement, and organizational policies

WHAT WE ARE LOOKING FOR

A detail-oriented, reliable professional with strong analytical skills and a commitment to accuracy and donor service. This is an in-office position located in St. Augustine, Florida.

QUALIFICATIONS

- Bachelor's degree in accounting, related field, or equivalent combination of relevant education and experience
- Experience with general ledger accounting, reconciliations, financial reporting, accounts payable, payroll, and audit preparation; nonprofit accounting experience preferred
- Understanding budgeting, internal controls, and restricted-fund accounting
- Proficiency with spreadsheets and accounting systems; experience with Financial Edge and Paychex preferred
- Strong attention to detail, organization, and ability to manage competing deadlines
- Ability to work closely with the Finance Director, communicate financial information clearly, and maintain confidentiality

WHAT WE OFFER

A competitive compensation and benefits package that includes health insurance with dental and vision insurance available, OCMC funded IRA contributions and paid time off — and above all, the privilege of serving Christ's mission to all nations.

APPLICATION PROCESS

Please submit your cover letter and resume to Jason Sterling, OCMC Finance Director at finance@ocmc.org by November 30, 2026.

ABOUT OCMC

The Orthodox Christian Mission Center (OCMC) is the missions agency of the Assembly of Canonical Orthodox Bishops in the United States of America., OCMC exists to fulfill the Great Commission by mobilizing and facilitating U.S. parishes to partner with bishops worldwide to plant and nourish vibrant eucharistic communities. Operating in thirty countries worldwide, OCMC recruits, trains, sends and supports missionaries as well as providing over $1,600,000 annually in grants. OCMC is a 501(c)(3) nonprofit organization. Learn more at ocmc.org.