**POSITION OPENING**

Finance Manager – Full-Time

Primarily responsible for all agency finances under the supervision of the executive director: prepares agency budget; monitors expenditures and cash position; coordinates and leads the audit process; prepares financial reports for Board of Officers and outside agencies; ensures compliance with federal, state, local and agency reporting requirements; assists with review and development of fiscal policies and procedures; processes payroll and works with payroll agency on W-2s/ACAs; generates 1099s; oversees the accounts payable/debt collection department and the billing department.

**LOCATION:** Shoreline Behavioral Health Services

2404 Wise Rd

Conway, SC 29526

**QUALIFICATIONS:** Bachelor’s or Master’s degree in accounting or finance-related field and at least 3 years of financial management experience, preferably in a non-profit setting. Proficiency in governmental accounting focusing on GASB standards. Advanced computer skills, including spreadsheet creation in Excel and proficiency in QuickBooks general ledger and payroll functions. Ability to collect and report data accurately.

**To apply visit our career center found on the SBHS website at**

<https://shorelinebhs.org/contact/jobs/>