

Alexander Baptist Church

Job Description

Category: Support Staff
Title: **Part-Time Financial Secretary**
Immediate Supervisor: Senior Pastor

Principal Function - The Financial Secretary is responsible for all financial aspects of Alexander Baptist Church. Day to day operations of the Financial Secretary is under the direct supervision of the Senior Pastor.

Experience - The Financial Secretary must have and maintain core competencies related to the position and the day-to-day functioning of the church. Minimum qualifications include 3 years of both bookkeeping and QuickBooks experience. Experience working in a church office is highly desirable.

Expectations - The Financial Secretary must display a servant's heart and Christ-like attitude at all times. The Financial Secretary is to maintain personal, spiritual, and professional growth.

Duties and Responsibilities:

- Post all weekly contributions, write checks to pay incoming invoices, and maintain files on vendors.
- Update interest earned and maintain balances for all bank/investment accounts.
- Prepare profit and loss statements and balance sheets for the Senior Pastor on a weekly basis.
- Prepare profit and loss statements and balance sheets for quarterly Church Family Meetings.
- Assist in budget meetings as needed and prepare proposed budget annually.
- Attend weekly staff meeting. Provide agenda and giving reports for attendees.
- Order, prepare, and distribute offering envelopes.
- Prepare contribution statements for contributors annually.
- Maintain financial software. Run and store monthly backups.
- Submit monthly giving to the Southern Baptist Convention of Virginia (SBCV).
- Submit special offering giving to appropriate ministries in a timely manner.
- Assist Church Clerk with financial and contribution figures for reporting to SBCV.
- Prepare accounting of all endowment accounts per donor directives.
- Maintain and operate copiers, including providing general maintenance, and ensure supplies for copier are always available.
- Schedule appointments with vendors for routine and emergency/urgent services. These services may include, but are not limited to, pest control, fire alarm, security system, HVAC, and plumbing.
- Manage contract orders and deliveries for items such as rugs, soap, toilet paper, paper towels, etc.
- Order cleaning supplies.
- Coordinate with voter precinct personnel.
- Order flowers as needed for funerals.
- Relay benevolence needs information to the deacons.

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- Assist Church Secretary by answering phones, greeting guests, and maintaining a pleasant, efficient office atmosphere.
- Perform other duties as assigned by the Senior, and/or Associate Pastors and Ministry staff.

Serve as backup to the Church Secretary for the following duties:

- Prepare, schedule, and maintain the Church calendar of events.
- Set up and maintain the appointment schedule for Pastoral staff.
- Inventory and maintain adequate office supplies to include various types of paper for all publications and copy needs.
- Periodically review inactive membership with Pastoral staff.
- Reconcile membership records with Church Clerk, making sure all entries are correct.

Freedom to Resign/Terminate Clause

The Financial Secretary agrees that both she and the Senior Pastor/Church have the freedom to disengage/discontinue employment with no animosity if either or both feel that things are just not working out as hoped.

Signature of Receipt and Acceptance

Financial Secretary

Date

Chairman of Personnel Committee

Date

Senior Pastor

Date