

# 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