

Financial Ministry Assistant  
Concord Baptist Church  
Job Description

**Principal Responsibility:** The Financial Ministry Assistant is responsible for the overall daily financial administration of the church's business. He or she will work under the direction of Church Administrator and the Senior Pastor.

**Qualifications:**

- (1). Must be a born-again follower of Jesus.
- (2). Must maintain a consistent Christian lifestyle and character fit for Christian leadership.
- (3). Must be a committed evangelical protestant church member.
- (4). Must be committed to biblical stewardship and a faithful tither.
- (5). Must abstain from use of drugs and alcohol.
- (6). Must have proficient skills to work with the software the church utilizes to conduct its financial business.
- (7). Must have training/experience to develop and maintain proper bookkeeping procedures for the church.
- (8). Must be proficient in working with people in a group decision making process and in supervising specified paid employees as directed by the pastoral staff.
- (9). Must be able to maintain close confidence regarding everything related to the financial ministry of the church.

**Primary Duties:**

- (1). This person will be responsible to making sure offerings are counted and properly deposited and posted each week. A report is to be given to pastoral staff each week regarding the offering and the breakdown of various types of gifts.
- (2). This person, working in cooperation with the Church Administrator, will be responsible for timely payment of all salaries, hourly pay, stipends, bills, taxes, and debt service of the church each week/month/quarter.
- (3). This person will be responsible to the correct allocation and disbursement of all benefit payments for each employee/minister where applicable each week/month. This person is also to oversee all legal withholding and payment (voluntary and compulsory) of benefits and taxes for all employees/ministers.
- (4). This person will develop a monthly financial statement that is to be made available to the church.
- (5). This person will maintain all individual records of giving and provide giving reports to contributors for tax purposes each year.

- (6). This person will work with the Pastors, Church Administrator, Personnel and Finance Committees, and Deacons to prepare a fiscal spending plan/budget for each fiscal year.
- (7). This person will work with the Church Administrator and selected accounting firms to conduct the yearly audits of the church. Copies of these audits are to be made available to the pastors, deacons, finance team and any member who requests a copy.

#### **Secondary Duties**

- (1). This person will complete the Church Growth Indicator Sheet each week for staff.
- (2). This person will distribute check stubs to all applicable employees each week.
- (3). This person will complete the Quarterly Federal and State Payroll Return reports.
- (4). This person will replenish petty cash as needed and maintain the postage meter.
- (5). This person will update each year all employee vacation/sick leave/rate of pay/retirement/insurance before the next fiscal year begins in January.
- (6). This person is responsible for generating and disbursing all 1099's/W-2's, etc. each year.
- (7). This person will be responsible for proper storage and/or disposal of all financial records in keeping with the law and expectations of the church.

#### **Hours and Benefits**

- (1). This job can be either a part-time position of 32 ½ hours each week or full-time (35 hours) each week. The rate of pay is as stated in the church budget for the fiscal year in which the employee begins. For full time benefits as stated below, one must opt for the full-time position. These benefits are spelled out in numbers 3-5.
- (2). Thirty minutes of lunch within each paid work-day.
- (3). Participation in the church retirement plan for full-time employees as stated in the non-ministerial personnel policy manual.
- (4). Sick days as stated in the non-ministerial personnel policy manual
- (5). Paid vacation each year as stated in the non-ministerial policy manual.