

Finance Administrator
Second Baptist Church
831 Everett Blvd
Union City, TN

OVERVIEW:

- 35 Hours Per Week (M-F, 8-4PM, 1 Hr. Lunch)
- Responsible to the Personnel and Finance Committees of the church. The Pastor serves as supervisor to the position.
- Qualified candidates should email a resume and 3 references (1 being from a Pastor) to admin@secondbaptistuc.com by Nov 5, 2018

Pay & Benefits

- \$16 to \$22 Per Hour (Depending upon education & experience)
- Retirement Matching
- Health, Dental, Vision (Employee Only)

Qualifications

- Must be a committed Christian and comfortable working in a church setting
- Proficient in QuickBooks, MS Excel and web techniques.
- Two years of accounting/finance experience, preferably in a church or nonprofit organization
- Strong organizational and problem-solving skills.
- Team Player
- Ability to understand and utilize the Internet and other computer technology in connection with finance, including online banking.
- Must have a strong commitment to confidentiality, and extreme attention to detail.
- Agree to a Background and Credit Check

RESPONSIBILITIES

Accounts Payable

- Code A/P bills to general ledger accounts
- Maintain consistent review of A/P bills
- Maintain vendor records
- IRS Form W-9 management
- Y/E prepare and file IRS Form 1099s / 1096

Payroll

- Maintain employee payroll records
 - Address
 - Withholdings
 - Direct Deposits
 - Rate of Pay Adjustments

- Authorized Withholdings
- Benefits
- Calculate and execute all payroll.
- Provide pay-stub access
- File payroll tax returns and remit payroll taxes
- Remit retirement plan contributions, if any
- Remit salary garnishments, if any
- Generate employees' annual IRS Form W-2s

Revenue

- Record revenue weekly. Check scanning, cash and online contributions.
- Maintain donor management systems (Fellowship One) weekly.
- Issue year-end donor statements from church management system.

General Accounting

- Calculate and record financial transactions and accounting entries
- Perform monthly bank accounts reconciliations
- Regularly reconcile other balance sheet accounts (Designated, Escrow, Etc)
- Maintain equipment and depreciation schedules

Financial and Management Reports

- Weekly financial report for bulletin.
- Monthly Church financial statements.
- Quarterly overview of all major ministry departments.
- Individual line reports as requested.
- Assist with the Annual Budget Process
- Annual operating budget report
- Annual capital expenditure plan

Additional Responsibilities

- Organize and Submit ACP (Annual Church Profile)
- Order/Assign/ Distribute Offering Envelopes.
- Serve as church representative in benefit management.
- Maintain all employee sickness/vacation time.
- Record and recognize all Memorial Gifts.
- Assist in answering the phones
- Initiate, Develop and Implement new giving strategies as approved (Text Enabled, Online, Etc.)
- Providing assistance to the congregation and/or staff as needed.