

Job Description for Financial Ministry Assistant First Baptist Church, Los Alamos, New Mexico

Principal Function:

Assist the Pastoral Staff and Church in managing the finances of the organization

Qualifications:

1. Born-again Christian, committed member of FBCLA.
2. Keeps official church matters confidential.
3. Familiarity with bookkeeping and financial processes and practices.
4. Ability to manage finances of a large organization.

Responsibilities:

1. Supervise weekly deposit activities. Enter church deposit information into financial software package on a weekly basis.
2. Keep an account of incoming bills for FBCLA. Write checks to pay bills in a timely manner.
3. Co-sign checks.
4. Complete church staff payroll twice each month. Complete nursery payroll once each month. Call in payroll taxes for electronic withdrawal within three (3) days of payroll.
5. Maintain financial records and print reports as needed by the congregation or church leaders.
6. Prepare checks for missions, donations, and other gifts from church.
7. Maintain accurate records of receipts and disbursements, both designated and undesignated, for presenting current financial statements to the church.
8. Serve ex officio on the Finance Committee.
9. Maintain contribution records for church members.
10. Maintain attendance records for church staff.
11. Reconcile bank statement monthly.
12. Prepare and pay federal and state taxes monthly.