



## JOB DESCRIPTION

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# FINANCIAL SECRETARY

# Areas of Essential Responsibility

## Finance

- Make deposits, pay bills, enter contributions.
- Prepare monthly Financial Reports.
- Schedule and attend monthly/bimonthly Finance Team meetings.
- Payroll taxes
  - Pay payroll taxes weekly for FBC and LCA.
  - Prepare federal withholding reports (941) quarterly.
  - Prepare state withholding reports quarterly.
- Sales tax refund report twice-a-year.
- File monthly invoices.
- Food Bank Ministry
  - Maintain Food Bank payable account.
  - Prepare monthly Food Bank report and mail to workers.
- Budget Team Office Liaison
  - Send out budget requests to ministry heads.
  - Prepare initial reports for meeting.
  - Attend initial meeting and contribute as needed.
  - Enter budget on Quick Books for new year.

## Calendar

- Scheduling of ministry events.
- Process requests for use of facilities.
- Staff calendars
- Contact cleaning crew if they need to be aware of something special.
- Contact Kevin Hall/Pastor Mark about thermostat changes for events.

## **Chair Crews**

- Assist Pastor Mark in preparation of annual schedule.
- Copy and send schedule to chair crew members.
- Contact chair crew chiefs each week to remind them and update them on events going on that could affect their setup.
- Recruit new crew members.

## **Additional Responsibilities**

- Receptionist
- Assist with Tree of Hope benevolence ministry at Christmas, tracking cards and contacting those who haven't turned in gifts

## **Attributes of Our Ideal Candidate**

- Passionate and growing follower of Jesus Christ
- Willingness to become an active member of FBC Leland
- Highly organized and detail oriented
- Background in accounting
- Ability to work as part of a team
- Understanding of how to relate to church members
- Able to work in the following programs
  - QuickBooks – finances
  - Realm (ACS) – church management software
  - Microsoft Office

Please send a cover letter and resume to: [staffsearch@fbcleland.org](mailto:staffsearch@fbcleland.org).