

Job Description – Church Financial Secretary

Parkway Baptist Church

www.parkwaybc.net

505 Cunniff Pkwy, Goodlettsville, TN 37072

Job Title: *Church Financial Secretary*

Reports To: *Minister of Education*

Job Status: *Part-time (25-30 hours/week)*

Compensation: *\$18-\$20/hour (based on experience)*

General Responsibilities and Functions

- Maintain the church financial records and prepare periodic financial documents of the church.
- Record all offerings and receipts weekly (including online/PayPal).
- Maintain church contribution records of members and prepare quarterly and annual statements of those contributions.
- Prep and balance cash box for Wednesday evening dinner, as well as for periodic events that may require exchange of cash.
- Prepare and issue checks as directed.
- Prepare bank reconciliations monthly.
- Prepare financial report to be distributed to members at the quarterly business meetings.
- For payroll: prepare checks and manage direct deposits. Record, track, and reimburse (where applicable) employees' flex spending, retirements contributions, and vacation & sick time.
- Post receipts and disbursements of all accounts.
- Lead the Audit Committee in preparing the weekly bank deposit and delivering it to the bank.
- Maintain records of all memorial gifts.
- Perform some general secretarial duties as needed and other duties as assigned by supervisor.

Position Requirements

- Committed Christian
- Pleasant personality. Possess the tact needed for dealing effectively with members, employees, and people outside the church. Maintain complete confidentiality.
- High School Diploma or GED is required; successful completion of college course work is preferred.
- Proficient with computer, word processing, databases, Excel, and accounting software
- Background check required.

Interested applicants need to send resumes to bobby@parkwaybc.net