

**First Baptist Church  
Welcome, NC**

**FINANCIAL SECRETARY**

Job Description

Principal Function: To perform duties as needed to maintain all financial records of First Baptist Church of Welcome, NC.

Requirements: Be able to perform moderately complex accounting and bookkeeping activities; be proficient in using Quickbooks software and MS Excel; be able to analyze financial documents for accuracy; trace and investigate transactions to resolve questionable data and apply corrective action when necessary; prepare financial statements for internal/external uses; balance all church financial statements while maintaining fully accurate records.

This position would ensure compliance with church policy and procedures on financial matters while recommending necessary changes to ensure standards established by the church are met. This position is responsible for all accounts receivable and accounts payable. Perform other special projects as requested.

Specific duties:

1. Review accuracy, code, and pay invoices
2. Reconcile credit card statements with receipts and pay.
3. Maintain all financial records and reports
4. Prepare monthly financial statements
5. Process weekly payroll, prepare and file monthly and quarterly tax reports (941 reports, online reports and phone reports)
6. Summarize all data for W-2, W-3, and 1099 payroll information for accountant (year-end)
7. Verify weekly counter sheets of receipts and make entries into Breeze system for annual contribution statements. Respond to inquiries as needed.
8. Retrieve online giving information from EasyTithe receipt data and record in Quickbooks
9. Process and record special gift and stock receipts
10. Monitor all activities affecting budget items.