



## **DETAILED MINISTRY DESCRIPTION**

### **Budget & Finance Assistant**

#### ***Title***

Budget and Finance Assistant

#### ***Purpose***

The Budget and Finance Assistant provides a variety of broad-based accounting, clerical and office management support services for the Budgeting and Finance ministry area. This position verifies contributions and weekly donations along with reporting information to pastors, financial committees and church members.

#### ***Responsible to***

Director of Budget and Finance

#### ***Key Results Area***

The Financial Secretary has the opportunity to be deeply involved in the lives and ministry of the church; providing assistance to help guide the staff and church in fiscally responsible ways, and maintaining the integrity of the church through careful financial accounting duties within the Office of Budgeting and Finance.

- Assist in the day-to-day management, organization and financial activities of the Office of Budgeting and Finance.
- Complete all work associated with the following, but not limited to:
  - Counting, recording, and tracking contribution pledging, weekly donations and love offerings.
  - Generate reports to pastors, financial committees and church members.
  - Assist with processing bi-monthly payroll.

#### ***Description of Duties***

- Ensure office efficiency along with timely meeting all deadlines.
- Maintain, organize and ensure safe storage of internal physical accounting records.
- Maintain and balance check books for Grace Baptist Church.
- Process returned checks and voided checks as needed.
- Enter ledger transfers along with departmental monthly transfers as needed.
- Assist the Director of Budgeting and Finance as needed.
- Maintain a strict level of confidentiality in the areas of, but not limited to: financial disbursements, internal giving records, compensation information and insurance for which access is granted.
- Support the various ministry areas, when appropriate, along with special event-driven activities and luncheons.
- Work with appropriate ministry areas, committees, officers and leaders to carry out the ministry of the church and the Office of Budgeting and Finance.
- Analyze current systems / processes and bring forward suggestions for improvements.
- Process Accounts Payables.

- Timely greet guests and church staff when providing front desk assistance. Ensure a pleasing atmosphere for guests, church members, and staff members.
- Operate a personal computer and other related equipment as appropriate.
- Attend office staff and training meetings, monthly All-Staff meetings, and any other meetings and training seminars as requested.

### ***We Want – Must Haves***

- A demonstrated ability to maintain sensitive confidential church information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- Good ‘people’ skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Knowledge and principles of preparing correspondence, forms, account reconciliation, report generation, record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office organization, operations, office equipment and methods.
- Proficient in all Windows based software.
- Excellent organization skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma or job training and experience that qualifies for the position.
- Knowledge of accounting based software, financial reporting, and accounting principles required.

### ***We Want – Like to Have***

- Three to five years of work history within a church environment of 2,000 or more worshippers to foster a complete understanding of the requirements of the Financial Secretary position, working within a budget and finance ministry area.
- College education with desire to seek additional training through conferences, networking and seminars.
- Possess one or more of the following gifts: Administration, Discernment, Giving, Knowledge, Serving and Helps.

### ***Time Requirements***

This is a full-time position as outlined in our Employee Personnel Manual.