

First Baptist Church Tomball
Financial Ministry Assistant Job Description

Job Title: Financial Ministry Assistant

Reports To: Operations Pastor

Position Status: Part-Time
32 Hours Per Week
Monday thru Thursday

Starting Salary: \$25,000 - \$30,000 annually

Purpose:

The Financial Ministry Assistant is responsible for maintaining the church financial records and preparing financial statements and reports using ShelbyNext's Church Management Software.

Responsibilities:

- Receive, count, and deposit all church offerings and contributions.
- Post receipts and disbursements for all accounts.
- Post weekly offerings to individual accounts.
- Issue contribution statements semi-annually.
- Reconcile bank statements.
- Produce payroll semi-monthly.
- Prepare monthly, quarterly, and annual financial reports for Administrative Ministry Team and Congregation.
- Check, total, and pay all invoices when approved.
- Receive and answer questions about financial matters.
- Maintain files for invoices, vendors, correspondence, and reports.
- Prepare and issue reimbursement checks to staff members and congregants.
- Assist in planning, promoting, and maintaining the annual operating budget.
- Be skilled in Word and Excel software.
- Make bank deposits as necessary.
- Maintain confidentiality of all financial matters.
- Background checks for employees & volunteers.
- Perform other tasks as requested.
- Adhere to all personnel and church by-law policies and procedures.