

FIRST BAPTIST CHURCH  
Baton Rouge, Louisiana  
Financial Secretary  
Job Description

**PRINCIPAL FUNCTION:**

Receive, record, and deposit all funds taken into the church treasury, and forward information to the Church Treasurer and Board of Trustees for use in support of the mission and ministry of the congregation

**REQUIREMENTS:**

- Knowledgeable and proficient in bookkeeping methods and strategies
- Experienced with how church budgets are formed and operated
- Able to work efficiently with Sr. Pastor as well as ministry and office staff
- Honest and trustworthy regarding all matters of church finances
- Displays integrity in matters of private and personal information of church members.
- Willing to learn and utilize all forms of available technology to enable better communication and efficiency with church staff and members

**RESPONSIBILITIES:**

Monetary

- Count, verify, post all receipts to various funds
- Prepare bank deposits
- Oversee Petty Cash Fund
- Collect for Food Service as needed
- Manage money trays (count collections, place base amount back into tray)
- Monthly bank reconciliations
- Make General Ledger Journal Entries as needed (bank drafts, ACH entries, electronic checks, etc.) and maintain the Journal Entry Log
- Stock transactions and journal entries

Payroll and Employees

- Process timecards
- Payroll on a semi-monthly basis (Church. FBCDC)
- ACH Payroll Enrollment and Maintenance (direct deposit)
- Post payroll deductions to employee contribution records
- EFTPS (payroll tax deposit) semi-monthly
- Quarterly Federal Tax Reporting
- Monthly State Tax Reporting and Remittance
- Annual W-2s and 1099s for employees and contractors
- Annual Federal and State Tax Reconciliation Reporting
- Monthly Sales Tax Reporting
- Background checks on employees and volunteers
- Report new employees to State agencies
- Maintain Personnel Folders, including keeping absentee charts for hourly employees
- Complete employee governmental papers as needed
- Workers Comp reporting as needed
- Garnishments
- Administrate health insurance and retirement

Various

- Weekly payables, with occasional rush checks
- Process LBF monthly investment statement and make corresponding journal entries to General Ledger
- Correspond with LBF regarding transfers, deposits, and withdrawals
- Maintenance on Visa account: order cards, change spending limits, close cards, etc.

- Maintain filing system for Financial Office
- Enter annual budget after church approval
- Annual workers comp audit
- Prepare various spreadsheets and reports as needed
- Monthly Builder Report
- Maintain Postal Permit and Postage Meter Funds
- Telephones
- Order forms and office supplies as needed
- Order Janitorial Supplies as needed
- Sort daily mail
- Oversee office equipment (replacement, disposal, repair, etc.)
- Invoices and Proposals for outside groups

#### Membership / Other

- Request offering envelopes for new members
- Produce Quarterly Business Meeting reports for congregation
- Produce Monthly Financial Statement and send to Trustees
- Produce and mail Quarterly and Annual contributions statements
- Envelope extract listing to Lifeway bi-monthly
- Memorial acknowledgement cards to donors. families
- Assist church members and visitors to the church office

#### ACCOUNTABILITY:

- The Financial Secretary is responsible to First Baptist Church of Baton Rouge through the Senior Pastor

#### HOURS OF WORK:

- This is a Part-Time position Monday – Thursday