

September 7, 2014

Financial Secretary
Pleasant Grove Baptist Church

JOB DESCRIPTION

GENERAL:

The church Financial Secretary shall be responsible for all accounting duties related to the church's ministries.

SPECIFIC:

1. Responsible for accounts payable

- Review all bills for payment on weekly basis.
- Code to appropriate budget line.
- Review bills and budget with Committee Chairpersons as needed.
- Process all reports associated with AP weekly
- Consult Stewardship Committee for any over budget submitted expenses.

2. Responsible for payroll

- Collects time sheet from clerical staff and processes payroll accordingly
- Process payroll on 15th and last day of each month
- Process all reports associated with payroll weekly

3. Responsible for all tax reporting

- Compile and report all monthly/quarterly tax reports (withholding and sales tax)
- Prepare year end records including W2s and 1099s.

4. Responsible for financial reporting

- Prepare month end close out reports
- Prepare bank statement reconciliations
- Prepare month end budget financial statement for church newsletter
- Maintain current knowledge of church budget, church fiscal policies and procedures
- Maintain confidence of monies given to the church

5. Responsible for office management

- **Serve as backup to Treasurer**
- **Serve as committee resource**
- **Assist with collecting mail daily**

6. Reports directly to the Senior Pastor undertaking additional activities and special projects as assigned by Senior Pastor.

7. Attend monthly Stewardship Committee meetings as needed.

Employee Signature

Date

Personnel Committee Signature

Date