



**FINANCIAL ASSISTANT**  
Ministry Description  
ARDMORE BAPTIST CHURCH  
Winston-Salem, North Carolina

**Ministry Description:**

The Financial Assistant serves the entire church in maintaining all of the financial matters of Ardmore Baptist Church under the direction of the Finance Committee and Church Treasurer.

**Primary Ministry Area:** Administration and Support

**Nature of the Position:**

Regular, full time, non-exempt, 35 hours per week.

**Responsibilities:**

1. PAYROLL: Coordinate payroll - twice monthly (church staff and ABC Preschool staff and Chinese church staff)
2. DEPOSITS: Coordinate deposit distribution (from tellers' sheets) and verification with the bank.
3. ACCOUNTING: Handle Financial Accounting of ALL church accounts.
4. REPORTS: Prepare monthly and ad hoc reports for the Budget/Finance Committee and the congregation.
5. ACCOUNTS PAYABLE: Distribute Accounts Payable - pays all bills.
6. REPORTING: Administer quarterly taxes, making appropriate deposits and providing W-2 forms annually.
7. RECONCILIATION: Coordinate reconciliation of bank statements with members of the Finance Committee.
8. PETTY CASH: Maintain the Petty Cash box.
9. CONTRIBUTIONS: Oversee posting of Contribution Records and e-mailing of quarterly statements, mailing year-end statements. Maintain monthly giving envelopes mailing list. Distribute boxed weekly envelopes.
10. MEETINGS: Attend monthly Budget Finance Committee meetings. Assist Budget Planning Team with budget preparation.

11. PERSONNEL: Maintain records for personnel benefits: FSA, HRA, Retirement, and Insurance. Prepare annual Cooperative Agreements for each staff member. Clerical support for the Personnel Council: preparation and distribution of modifications to the Personnel Manual; and maintenance of all personnel files including leave records.
12. ELECTRONIC GIVING: Manages contributions/payments processed through bank drafts, Pay Pal, and other electronic means.
13. AUDIT - Provide independent auditor all requested materials for bi-annual church financial audit.
14. PHONE: Assists with answering and routing phone calls.
15. ATTEND regular staff meetings.
16. TEAMWORK: Assists and coordinates work with other assistants.

**Reports to:** Church Administrator

**Qualifications:**

- A strong accounting background: proficient in book and record keeping and possess prior experience with a general ledger accounting system
- A strong computer background: comfortable with computer, knowledgeable in Windows, Microsoft Word, Excel.
- Good time management skills, a self-starter, and very organized.
- Good interpersonal skills to work with the membership of the church. A healthy balance of people and task orientation.
- Experience with a not-for-profit accounting and/or church management is a plus.
- Adaptability, attention to detail, and integrity and confidentiality.
- Cooperative spirit of teamwork.

**Signed:** \_\_\_\_\_