

# Financial Ministry Assistant Job Description

Myrtle Grove Baptist Church  
Pensacola, FL 32506

## **Principle Function:**

The Financial Ministry Assistant is responsible for performing the duties related to church contributions and expenses and adhering to the MGBC General Policies and Procedures Manual, and the Accounting Procedures Manual.

## **Qualifications: The Financial Ministry Assistant shall:**

1. be a Christian,
2. be cordial and professional at all times in conduct with co-workers, ministerial staff, and the general population,
3. have excellent interpersonal skills,
4. maintain confidentiality of private matters, such as financial records, counseling situations, and other private matters of members and non-members seeking personal assistance, and
5. be a member or become a member of MGBC,
6. be a high school graduate or GED equivalent,
7. have a minimum of four years of experience as a secretary (financial assistant or financial secretary),
8. have a functional knowledge of church accounting procedures,
9. have good typing speed with accuracy and transcribing experience,
10. have strong computer skills (MS Windows, Word, Excel, Access, Power Point, Outlook, publishing software),
11. be proficient in the use of office tools (copy machines, etc.),
12. have strong accounting, administrative, and organizational skills,
13. have an excellent command of English composition and punctuation,
14. be able to establish priorities and maintain them,
15. have the ability to follow through with details with limited supervision, and
16. be punctual and be able to work a varied schedule if required.

**Relationships: The Financial Ministry Assistant shall:**

1. be responsible to the Pastor of Administration and Education for functional duties,
2. work well with other staff members as a team to fulfill the mission and goals of the church,
3. attend all regularly scheduled staff and office meetings,
4. work closely with the Church Treasurer and Finance Committee Chairman,
5. work closely with, the Finance Committee, the Purchasing Committee, and the PLC Director and PLC Committee,
6. attend Finance Committee meetings, perform clerical duties, prepare computer presentations, prepare financial reports, and clarify and present the general ledger for the Finance Committee,
7. assist the MGBC point of contact (Pastor of Administration and Education) with any accounting firm MGBC may retain,
8. assist the MGBC point of contact (Pastor of Administration and Education) with vendors and repair persons,
9. assist the Pastor of Administration and Education to develop and maintain a system where all staff and volunteers have access to needed supplies at all times,
10. work with all committee chairpersons and ministry team coordinators with respect to ordering supplies and providing detailed reports of expenditures,
11. prepare the Deacon's Financial Reports (monthly and year-to-year comparisons),
12. provide church financial reports for the printed business meeting package,
13. be cross trained to provide essential services when other support staff members are sick or on vacation (Note: The extent of the cross-training is determined by the Pastor of Administration and Education),
14. help train volunteers who provide office assistance,
15. complete the Annual Church Profile: The Church Ministry Assistant will provide the 'people' aspect while The Financial Ministry Assistant will provide the financial data,
16. handle requests from telephone calls and walk-ins only when the volunteer receptionist or ministry assistant is not available,
17. adhere to applicable policies and procedures governed by the MGBC Constitution, By-Laws, and all policies and procedures manuals, and
18. have an annual performance review or exit interview by the Pastor of Administration and Education and forwarded to the Personnel Committee for review.

The duties of the Financial Ministry Assistant may require revision from time to time and may be revised in consultation with the Pastor of Administration and Education and the Personnel Committee. All changes shall be approved by the church.

## **Responsibilities and Duties:**

1. Functions Related to the Budget: The Financial Ministry Assistant shall:
  - a. collect budget proposals from the church leadership,
  - b. organize and prepare proposals for the Finance Committee's review,
  - c. process pledge cards,
  - d. compose reports of financial records and make them available upon request (request forms will be provided),
  - e. prepare correspondence pertaining to the church budget.
2. Functions Related to Contributions: The Financial Ministry Assistant shall:
  - a. distribute contribution statements (quarterly, yearly, and as requested),
  - b. update addresses and records, provide updated information to other ministry assistants,
  - c. perform the annual distribution of the contribution envelopes,
  - d. provide contribution envelopes for the sanctuary and to new members,
  - e. process memorials including documentation and acknowledgement to donors and recipient families, and
  - f. work with the Counting Committee to verify, and record all contributions, fees, and monetary gifts.
3. Functions Related to Disbursements: The Financial Ministry Assistant shall:
  - a. verify and pay expenses, prepare invoices, and prepare checks,
  - b. update vendor lists and keep accurate records of transactions with them, and keep The Pastor of Administration and Education informed of all vendor information,
  - c. coordinate the purchase order system, verify funds, prepare forms, validate, and work with the Purchase Order Committee to ensure funds are available,
  - d. maintain the employee roster and files related to payroll, etc.,
  - e. prepare payroll using timesheets and leave request forms,
  - f. maintain accurate records of social security and withholding taxes on all employees,
  - g. complete and submit official forms including quarterly IRS Statements, W-2s, 1099s, and W-3s,
  - h. reconcile bank statements monthly,
  - i. maintain petty cash funds,
  - j. post all financial transactions,
  - k. deposit all contributions and fees not handled by the Counting Committee,
  - l. maintain credit accounts and collect and document receipts,
  - m. maintain a list of church members authorized to use the church credit card, and
  - n. provide tax exempt forms for all purchases.
4. Functions Related to Supplies: The Financial the Ministry Assistant shall, under the guidance of the Pastor of Administration and Education and the system he develops and maintains:
  - a. check inventory, handle requests, order, receive, verify available funds (in cooperation with the church Treasurer and Finance Committee), and keep accurate records,
  - b. keep informed of post office procedures,
  - c. process bulk mailing, purchase postage, and keep records of the expenses, and
  - d. order special literature as directed.

5. Functions Related to Missions: The Financial Ministry assistant shall:
  - a. maintain detailed reports for church mission activities,
  - b. pay mission expenses (including travel agencies, insurance, and cash for trips),
  - c. maintain accounts payable, and process payroll (including taxes) for the Preschool Learning Center.
6. Other Functions:
  - a. Travel – Prepare disbursement for ministerial travel expenses.
  - b. Weddings – coordinate with other ministry assistants as well as pastors and collect and account for necessary fees.
  - c. Prepare ballots for any/all votes that require a ballot.
  - d. Funerals – follow the current policy and procedures for funerals.
7. Perform all other tasks per guidelines as assigned.

Note: The Financial Ministry Assistant shall perform tasks that must be shared with other ministry assistants in a prompt and professional manner.