

POSITION DESCRIPTION

Job Title: Administrative Assistant/Finance

Status: Part-Time

FBC Mission Statement and Purpose: The primary purpose of all ministers, directors, and support personnel is to fulfill the mission of FBC. The mission of FBC is *to gather together in worship, grow together in community, and go together to all nations.*

Primary Function: The responsibility of the *Administrative Assistant/Finance* is to provide administrative ministry support, maintain all finances plus the coordination thereof, and perform general office tasks.

Relationships: Reports to the Senior Pastor, interfaces with other staff members, engages with all FBC ministry team leaders and members.

Responsibilities:

- Maintain predetermined office hours;
- Perform financial data entry(Scan documentation for deposits and invoices);
- Maintain accurate business records such as invoices, contracts, etc.;
- Pay in posting of accounts payable and receivables on behalf of FBC;
- Maintain financial reporting/correspondence with Church Treasurer and Budget Team(Admin Council);
- Prepare fiscal reports for business and financial meetings and attend thereof;
- Maintain contribution records for members;
- Process, file, and track ministry expenses related to FBC;
- Prepare and send federal and state tax documents;
- Manage and direct office correspondence including phone calls and mailing duties;
- Maintain ministry hospitality of guests and persons scheduled to meet with Pastors as well as personalities brought in for various events;
- Assist with the information necessary for FBC publications(Ex: bulletin, brochures, etc.);
- Assist with Pastor's ministry calendar and scheduled appointments;
- Provide support to the ministerial staff such as assist in planning, organizing, coordination, and logistics of ministry calendar;
- Assist in maintaining, updating, and utilizing the church database for ministry;
- Other duties as needed and assigned.

Skill Sets:

- Proficient in Quickbooks Financial software or it's equivalent;
- Ability to coordinate large-scale events with an attention to detail;
- Strong verbal communication skills with an ability to adapt to a vast array of personality types and spiritual depths;
- Strong ministry experience and ministry support experience, preferred;
- Personal integrity and confidentiality;
- A passion for members to walk with Jesus and to make disciples of all Nations.

Personal Responsibilities:

- Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority, realizing that prayer, Bible study, and Christian fellowship are essential to growing in God's will each day;
- Keep family in the right position of priorities and place them before everything except one's own personal relationship with the Lord.