



Title: Accounting Assistant
Department: Administrative Support
(Revision) Date: May 1, 2024
Job Status: Full-time, Non-Exempt (40 hours per week)

Purpose / Position Overview

This position will primarily assist FBC's Accountant by processing contributions, accounts payables, accounts receivables and other accounting and office duties as assigned.

General Areas of Responsibilities

- Contributions, Accounts Payable and Accounts Receivables for all First Baptist Church ministries and become familiar with General Ledger.

Primary Responsibilities as assigned: (but not limited to)

- Process offerings and prepare offering weekly reports for leadership.
- Process accounts payables and maintain payable documentation.
- Process accounts receivable and maintain receivable documentation.
- Prepare 1099 forms at the end of each calendar year.
- Communicate/assist donors and potential donors as needed.
- Prepare year-end offering statements and thank you notes as needed.
- Notarize documents for congregants as needed. (If not a notary, be willing to become one.)
- Assist with the Office Volunteer Ministry Team.
- Back up other business office staff in their absence. (Vacations, sick days...)

Support Responsibilities as needed:

- Become familiar with General Ledger structure, including accounts, reports, and budgets.
- Assist staff and other ministry leaders in understanding their account activity and reports.
- Help cross train others in Accounts Payable, Accounts Receivables and Contributions.
- Assist with office supply orders and office equipment service calls.
- Assist staff with postage machine operation, including Bulk Mail.
- Be a team player and be willing to assist other staff members as needed.

Special Knowledge / Skills Required:

- Requires a basic understanding of accounting principles.
- Ability to be flexible, work in a multi-person office setting and handle frequent interruptions.
- Requires a servant’s heart and the gift of administration and helps.
- Requires confidentiality, discretion and non-judgmental attitude.
- Working proficiency with Microsoft Word, Excel and also be willing to learn new software programs and updated software as needed.
- Proficient in 10-key calculator use.
- Basic knowledge of office equipment or a willingness to learn.
- Ability to scan documents and file electronically in an organized system.

Education / Experience /Desired &/or required (As applicable)

- 1 year of bookkeeping experience.
- Non-profit knowledge. (not required but desirable)

Any Additional Ministry Areas / Special Assignments (As applicable)

- Fulfill any and all other responsibilities as needed or assigned by the Accountant.

Directly Reports to;

- The FBC’s Accountant

Terms of Employment

- Agree to abide by all policies and procedures as outlined in the most current Employee Handbook.
- The regular work hours for this position are Monday through Thursday, 8:30am-5pm and Friday, 8:30am-12pm.
- Because the last week of the calendar year and the month of January are crucial times in the accounting office with year-end giving and other reporting requirements, the person holding this position needs to be available to work during this time.

_____ Date: _____
 Signature of appropriate Pastor / Supervisor

_____ Date: _____
 Employee / Staff Acceptance Signature

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.