



FAITH TABERNACLE MISSIONARY BAPTIST CHURCH
JOB DESCRIPTION
ASSISTANT FINANCIAL SECRETARY

GENERAL SUMMARY:

Section 9, of the church constitution, to assume the same responsibilities as the Financial Secretary.

Major Duties and Responsibilities:

- To coordinate with the Financial Secretary on altering Sundays for serving in the Finance Room.
- To record and verify all financial receipts of Tithes and Offerings, including Free Will, Dedication, Sunday School and Special Giving.
- To coordinate and supervise the activities of the Finance Committee.
- Make all Sunday bank deposits and during the week, as requested.
- Input income bank deposits in bank's Software system.
- Provide weekly report of all Sunday's financial transactions and during the week, as necessary.
- Assist Church Treasurer, as needed.
- Serve on the Church's Budget Committee.
- Participate as a Joint Board member.
- Prepare quarterly membership Tithe and Offerings report (thru Church Windows)
- Prepare end of the year tax form of Tithes and Offerings for members, as requested.
- Prepare quarterly ministries financial reports.
- To serve as one of the signers on church bank and depository accounts.

Qualifications:

- Minimum High School Diploma
- Good oral and written communication skills.

- Must be bondable.
- Financial and bookkeeping experience.
- Knowledge of the computer is necessary.

Terms:

Shall hold office for one year and/or until successor is elected.

PPD: 11/6/19\

Adopted:11/21/19