



FAITH TABERNACLE MISSIONARY BAPTIST CHURCH

JOB DESCRIPTION

FINANCIAL SECRETARY

GENERAL SUMMARY:

Responsible for the reporting of all Sunday's revenue and receipts of the membership. To serve as one of the signers on church bank and depository accounts.

Major Duties and Responsibilities:

- Coordinate and supervise the activities of the Finance Committee.
- Manage and coordinate the counting of Tithes and Offerings.
- Verify all financial receipts of Tithes and Offerings, including Free Will, Dedications, Sunday School and Special Giving.
- Make all Sunday bank deposits and during the week, as necessary.
- 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.

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.

Enumeration:

As recommended and provided in Annual Church Budget, with Joint Board and Church membership approval

Amended: 10/3/18 – 11/6/19

Adopted: 10/11/18 & 11/21/19 -