

## ***FINANCIAL ASSISTANT***

The Financial Assistant for Glenn View Baptist Church may be a full-time or part-time position based on the current need of the church body. The need for full versus part time may be decided by the Lead Pastor, ministerial staff and Deacon Board in cooperation with the Personnel and Budget/Finance Committees.

### Purpose

To provide budget and financial assistance as needed by the church and its staff.

### Coordinator

Lead Pastor

### General Expectations

Weekly hours to be discussed with candidate.

### Position Responsibilities

Finance duties to include but not limited to:

1. Write checks for all invoices/obligations/transactions which are presented for payment, if such invoices are appropriate and authorized by the proper committee and/or persons responsible for given areas according to budget guidelines. Total, balance, and file vouchers payable and invoices.
2. Keep payroll records on all employees.
3. Supervise petty cash fund.
4. Be of any assistance to the Audit Committee in regard to preparing the annual audit.
5. Reconcile monthly bank statements.
6. Cooperate with the Clerk in preparing the yearly associational letter and with the Treasurer in the annual associational financial reports.
7. Assist the tellers as need arises.

8. Assist in any way the Budget/Finance Committee, and Teller Committee with reports, material copies, etc.
9. Prepare and deliver individual offering envelopes annually or as necessary.
10. Handle receipts that might be mailed in to the church to see that they are placed where the Teller Committee can make a deposit, proper envelopes made out, etc.
11. Record all individual offerings by envelopes as turned in through the Tellers Office.
12. Record other gifts received throughout the week.
13. Prepare stewardship statements for individuals as required by the church, showing amount of gifts, etc. These should be distributed by the church office.