

First Baptist Church Stanleyville in Winston-Salem is seeking to fill a Part-time Financial Administrator/Ministry Assistant (FAMA) position. This position will require 25-30 hours in the church office per week with a starting salary of \$18/hr.

Education Required

- Preferred - Associates in financial management/accounting
- Minimum - HS diploma

Skill Proficiency Required

- Microsoft Office Suite
- QuickBooks
- Electronic correspondence

Position Overview

Reporting to the senior pastor this position, oversees the day-to-day accountability of all funds of the church. This includes paying recurring expenses, keeping records of all receipt and expenditures and providing reports to the senior pastor and chair of the finance committee on a weekly, monthly, quarterly, and annual basis. This position provides information to the Finance Committee and assists in preparing the annual budget and attends meetings as requested.

Duties and Responsibilities

- Reconcile church contributions weekly in cooperation with the Teller Committee and ensure deposit of all financial contributions on the first day of the week
- Day-to-day data entry into accounting software used for financial management
- Process payroll in accordance with payroll provider services
- Oversee monthly and quarterly payroll tax reporting and submission
- Perform all necessary banking deposits payments and paperwork as approved by the Finance Committee.
- Prepare and mail individual contribution receipts and statements
- Pay all incoming invoices and maintain records for all accounts
- Account for pastor reimbursable expenses and maintain expense accounting procedures
- Maintain systematic filing of financial records in accordance with IRS standards and FBCS retention policy.
- Assist with the day to day activities of the office area which includes answering the phone, scheduling church facilities and collecting fees, routine filing of paperwork, ordering office supplies and other duties as assigned.

Resumes may be e-mailed to personnel@stanleyvillebaptist.org or mailed to:

Attn: Personnel Committee Chairperson
First Baptist Church of Stanleyville
851 Ziglar Road
Winston-Salem, NC 27105

*Employment will be contingent upon background investigation including a credit report.