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**FIRST BAPTIST GRANBURY**

**JOB DESCRIPTION | FINANCIAL ADMIN (20-25hours per week)**

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**SUMMARY: The financial admin is a part time position (20-25 hours per week) and has the responsibility to ensure the church’s financial operations and processes are followed and reported with accuracy and integrity. This position also holds the responsibility of keeping secure all the church’s human resource records and personnel files.**

Qualifications

* Demonstrates a commitment to the Lord and the local church by how they live
* Strong understanding of financial accounting, control, and reporting methods and standards within a nonprofit organization
* Commitment to uphold and work within church’s financial policies and procedures
* Ability to learn and use financial services software (QuickBooks and Breeze)
* Ability to adapt and be flexible with fluid financial tasks and responsibilities
* Self-motivated with a personal commitment to excellence
* Demonstrates excellent written and verbal communication skills

Responsibilities

* Assist pastoral staff and Budget and Finance Committee in overseeing financial areas of the church, including finances, accounting, reporting, financial services, and compliance.
* Stay current in best practices in financial management for a nonprofit organization.
* Coordinate and work with counting teams for Sunday giving.
* Report to church leadership and church membership regularly about the financial health of the church.
* Serve as the church’s key contact with financial vendors.
* Work with the staff and Budget and Finance Committee to define, approve, and execute a budget that prioritize effective stewardship and the church’s vision.
* Inform decision-making process for implementation of financial software as needed.
* Maintain inventory of all church property, work with staff and committees to adequately insure all properties and employees of the church.
* Ensure compliance with governmental entities, insurers, lenders, and other entities as required.
* Maintain all human resource and personnel records.
* Maintain spreadsheet file on all background checks on employees and volunteers.
* Assist our mission church on maintaining their financial records, accounts payable, and payroll. Process monthly financial statements.
* Participate in staff meetings.
* Other tasks as assigned by the pastors.