



## **Position Description**

### **Financial Assistant**

First Baptist Church at The Villages is growing congregation in Marion County, FL. Started twenty-five years ago, the church now averages over 500 in attendance each year with an annual budget of 1.7 million. The church is expanding to multi-generational ministry and is poised to reach more people for Christ in a rapidly growing area. Visit the church's website at <https://fbcvillages.org/> to learn more about the congregation.

First Baptist Church is seeking a dedicated Christian with administrative skills to serve as the Financial Assistant in a part time, 20 hour per week capacity. Qualified applicants should send resumes and a cover letter via email to [Financial-Assistant@fbcvillages.org](mailto:Financial-Assistant@fbcvillages.org) or mail to:

First Baptist Church at The Villages

Attn: Office Manager

16523 SE 76<sup>th</sup> Chatham Ave.

The Villages, FL 32162

#### **Purpose**

- To provide Financial Assistance in support of the FBCATV's Purpose: Glorifying God; Mission: Engaging People; and Vision: Being Church, as a member of the church's staff.

#### **General Responsibilities as a member of the church's Support Staff:**

- Reflect the spiritual character of a Christ-follower as described in Scripture. This team member benefits from having one or more of the following spiritual gifts: administration, helping, giving, and faith.
- Affirmation of the Baptist Faith and Message 2000
- Relate to church family and guests in a Christ-like manner
- Respect the confidentiality of people and information
- Communicate thoroughly
- Cooperate willingly
- Collaborate eagerly

#### **Specific Tasks in providing Financial Assistance:**

- The financial assistant serves according to the guidelines established by the Executive Committee.
- Perform tasks related to offering receipts, accounts payable and payroll
- Keep accurate and complete financial records via accounting software system
- Produce weekly, monthly and quarterly financial statements as requested
- Perform all end-of-year financial requirements

- Provide the Executive Committee with an annual update of financial processes and procedures

**Specific Tasks in providing Membership Assistance:**

- Maintain ACS Membership Database
  - Manage additions, deletions, changes, and updates for members and guests
  - Provide reports and services related to membership
- Provide church administrative support, as needed
  - Coordinate with Office Manager

**Skills and Abilities:**

- Exceptional written, oral, and interpersonal communication skills.
- Excellent attention to detail, ensuring the completion of projects.
- Maintain a high degree of accuracy while meeting deadlines.
- Cooperative team member who respects FBCATV policies and procedures.
- Ability to assess, implement and monitor accounting software and systems.
- Basic familiarity with income tax rules applicable to not-for-profit organizations and employers.