

JOB POSTING

FINANCIAL ADMINISTRATOR

Job Title: Financial Administrator

Location: First Baptist Church, Hot Springs, AR

Full-Time | Front Office Church Administration Team

Faithful Stewardship. Eternal Impact.

At First Baptist Church of Hot Springs, we believe every role on our team contributes directly to the mission of loving God, loving people, and making disciples. As our **Financial Administrator**, you will do more than manage numbers—you'll support life-changing ministry by stewarding the resources God has entrusted to our church.

This is a strategic and highly valued role that supports the church's financial integrity, clarity, and long-term sustainability. You'll work closely with the Executive Pastor, Finance Committee, and ministry leaders to ensure wise and responsible financial oversight.

Why First Baptist Church?

We are a Christ-centered, service-minded team committed to excellence and authenticity in ministry. At FBC, we:

- Operate with transparency, trust, and accountability
 - Create a supportive, purpose-driven work environment
 - Value both personal and professional growth
 - Are passionate about using our gifts to serve God's Kingdom
 - Love working together to make an eternal difference in people's lives
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What You'll Do

- Oversee the day-to-day financial operations of the church, including payables, receivables, and reconciliations
- Maintain accurate records of giving, payroll, and designated funds
- Work with the Executive Pastor and Finance Committee to prepare budgets and reports
- Ensure timely and ethical stewardship of all church financial activity
- Coordinate with external accountants, auditors, and payroll services

- Assist in maintaining financial policies and procedures in alignment with best practices and church values
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What You'll Need

- Experience in bookkeeping, accounting, or financial administration (nonprofit or church setting preferred)
 - Proficiency in accounting software (e.g., QuickBooks, ACS) and Microsoft Excel
 - Attention to detail and strong organizational skills
 - Ability to maintain confidentiality and uphold trust
 - A heart for ministry and a commitment to the mission and values of First Baptist Church
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Ready to Apply?

We're looking for someone who sees financial work as ministry. If that's you—or someone you know—we'd love to hear from you.

Apply by sending a resume and interest email to info@firsthotsprings.com or learn more at: firsthotsprings.com
