

## **Job Description: Church Secretary//Treasurer (PT)**

### **First Baptist Church, Garrison, Texas**

**Position:** Church Secretary/Treasurer (Part Time). To apply, send your resume (with cover letter) to PO Box 99, Garrison, Texas 75946 or [pastorben@fbcgarrison.com](mailto:pastorben@fbcgarrison.com).

#### **Compensation**

Requires 20-24 hours of work per week at \$15-17 per hour (Based On Experience). Work schedule is negotiable, but must include some morning hours. See Personnel Handbook for information regarding vacation, holiday, sick pay, etc.

**General:** Assist the Pastor in serving the church by serving as Church Secretary and Treasurer. He/she is directly supervised by the Pastor. He/she must work in harmony with the Pastor, the deacons, and the church staff, and the overall church family. This job description is not exhaustive and will require other duties as assigned. This job description will be updated annually with the Pastor and Personnel Committee.

#### **Qualifications**

1. Must have a working knowledge of Quickbooks, Microsoft Publisher, Word, Excel, and PowerPoint.
2. Must pass criminal background check and credit check.
3. Must be a "born again" believer and active member of a Baptist church.
4. Must be able to lift and carry 30 lbs (to move boxes of paper, books, supplies, or curriculum).

**Church Secretary** serves as receptionist, office manager, and administrative assistant to the Pastor and the church. Responsibilities include (60%):

1. Serve as receptionist by answering phoning, taking messages, and greeting/assisting office visitors.
2. Prepare and send various letters, email, and correspondence for the Pastor and staff. Pickup and disburse mail.
3. Prepare weekly Service Bulletins and Monthly Newsletter and calendar.
4. Maintain Sunday School and church membership records (status, address, contributions, etc.).
5. Publicize events and activities with hardcopy signs, Facebook posts, and on Church Website.
6. Input music, publicity, and sermon slides into Media Shout slide show.

**Church Treasurer** manages and conducts all financial matters for the church. Responsibilities include (40%):

1. Post all deposits, write checks, and pay bills using QuickBooks.
2. Conduct Payroll and prepare W2 and 1099's for all employees.
3. Prepare monthly financial statements for the church. Attend Finance Committee meetings.
4. Compile and mail out year-end member contribution statements.