

**First Baptist Church of Dover and God's Garden Preschool  
Financial Secretary Job Description**

General:

All financial transactions, receipts, disbursement, bookkeeping functions and individual contribution records shall be maintained by the Financial Secretary as directed by the Finance Committee. Records shall be maintained in accordance with generally accepted accounting principles. Any and all questions concerning these records shall be referred to the Treasurer for clarification.

Detail:

- Attach image of invoice in Quickbooks with corresponding Vendor payment. All other paperwork, such as order forms, insurance, purchase orders as well as other important documents shall be filed within the Financial Secretary office. A portable hard drive and thumb drive backup is kept with the finance secretary when off site as well as a copy on portable hard drive attached to the computer in finance office.
- Works with multiple committee chairs on their budgets for special events or missions as each occur.
- Contributions entered from offering envelopes to the Realm system. Hard copies are on file as well.
- Reconcile all bank statements for 4 separate accounts. Reconcile Credit Card Statements for all individual pastors, office and God's Garden Preschool. Reconcile Credit Card/Account statements for Amazon, Family Christian, Home Depot, Lifeway, Lowe's, Publix, Sam's Club, Wal-Mart and Staples.
- All aspects of Payroll, Payroll Taxes & Filings monthly, quarterly and annually. Records for all employees such as legal forms required, taxes, insurance, retirement.
- Finance Reports on a monthly, quarterly, and annually. Prepare year-end report for CPA and follow up on this report with adjusting journal entries recommended.
- Banking – handle all deposits for First Baptist Dover and God's Garden. Checks are scanned and electronically deposited. All cash must be taken to the bank.
- Oversee all weekly counting teams.
- Weekly and monthly bank/account transfers between God's Garden, Building Fund, and Cemetery Fund. These include payroll reimbursements to FBCD from God's Garden Preschool.
- Consults during weekly or daily meetings with Finance Chairman and Office Manager (Pastor Kevin Parker) regarding daily accounting procedures.
- Prepares spending reports as needed by various committee/special event/mission coordinators.
- Accounts Payable and Accounts Receivable all aspects.
- Maintain and handle all electronic payments and invoices.
- Work with Treasurer and Department Heads to prepare yearly budget. Maintain Chart of accounts and all designated funds.
- Make sure all church licenses are paid and up-to-date. Post any necessary paperwork for these licenses and employee posters are current.
- Maintain all records in QuickBooks.
- Maintain hard copies of church insurance policies and other important documents.
- Backup with phones and walk-in visitors.
- Any and all other assignments/special projects requested by Senior Pastor, Treasurer, Finance Committee as well as all other pastors as needed.