

FOURTH BAPTIST CHURCH
POSITION TITLE: ASSISTANT TREASURER

PRINCIPAL FUNCTIONS

The principal function of the Assistant Treasurer is to serve God, Jesus Christ, the members of Fourth Baptist Church and God's vision, mission, purpose, and core values for Fourth Baptist Church. The Assistant Treasurer is responsible for the proper receipt, accounting and disbursement of church funds within policies established by the Fourth Baptist Church Constitution and Bylaws. The term of the Assistant Treasurer will be one year. The terms of succession shall not be limited.

QUALIFICATIONS

- Integrity, honesty, a high moral compass, and operates with transparency.
- Well organized, detailed oriented, with accounting/account management background.
- Acquire scriptural knowledge and constant growth in spirituality.
- Attend regularly the services of the church.
- Give financially through tithing in keeping with the Biblical principle of carrying out the work and programs of the church (Malachi 3:10).
- Give active support to and promote the church's programs through personal service in cooperation with the pastor, officers, and committees.
- Cultivate and cherish brotherly love for all members of the church and community.
- Abide by the provisions of the Constitution and By-Laws and the Baptist Church Covenant.
- Demonstrate knowledge of and support for the church's vision, mission, purpose, and core values and how this ministry position contributes to them.

DUTIES AND RESPONSIBILITIES

- Possess the Spiritual Gifts of Giving, Leadership and Administration (Romans 12:8, 1 Timothy 5:17, 1 Corinthians 12:28)
- Have a working knowledge of Microsoft Office (Word, Excel, Publisher, PowerPoint, etc.)
- The ability to learn and operate the Church Management System used by the church.
- Collect, deposit and keep records all funds payable to Fourth Baptist in the Church's accounts.
- Ensure finances are tracked properly and keep track of expenditures.
- Oversee the distribution of funds and ensure Fund Request are submitted accurately and timely.
- Sign all checks along with the Finance Committee Chair or Vice Chair.
- Verify weekly financial summaries prepared by the counting team.
- Prepare monthly financial reports for the Trustees.
- Prepare quarterly reports for the Joint Board and church meetings.
- Attend and present reports for Church meetings.
- Work as a member of the Budget Planning Committee.
- Prepare weekly giving reports, provide copies of all bank statements, monthly financial reports (i.e., Budgets, Income Statements, Balance Sheets, Bank Reconciliation Statements, Cash Flow Reports) for the Senior Pastor as the Chief Administrative Officer of the church. (pg. 10, The Pastor, Paragraph 3. of the FBC Constitution and Bylaws.

STAFF RELATIONSHIPS

The Assistant Treasurer shall have working relationships with all of Church Officers, Church Staff Members, Committees, Ministry Leaders and members of Fourth Baptist Church to represent the congregation in a fair and trustworthy manner.