

**Woodmont Baptist Church**  
**Job Description for Financial Administrative Assistant**

**February 1, 2021**

**PRINCIPLE FUNCTION:** To serve the ministry needs of the membership and provide administrative support to the staff.

**REPORTS TO:** Associate Pastor

**RESPONSIBILITIES:** Perform secretarial duties for the Associate Pastor / Minister of Education / Office Administrator.

**ACCOUNTS PAYABLES**

- Pay all bills and obligations of WBC after approved and ordered by the Church Administrator.
- Obtain proper signatures on checks and timely mailing or distribution of checks to proper entities.

**GENERAL LEDGER**

- Record all receipts, disbursements and other financial activity in appropriate accounts in Shelby NEXT with the Church Treasurer's regular reviews.
- Prepare Transfer Forms for any Journal Entries to be made.
- Prepare New Account Forms for any added designated accounts.
- REPORTING (*monthly*): Budgeted Financial, Total Obligations, Overage Explanation Sheets (Budgeted & Designated) for Deacons' meeting.
- REPORTING (*quarterly*): Budgeted Financial for Quarterly Church Conference, Ministry and Organizational Teams Quarterly.

**PAYROLL**

- Maintain payroll records (taxes, insurances, Flexible Spending account, retirement, etc.) in Shelby NEXT.
- Supply new employees with paperwork for taxes (anything needed for new hires).
- Collect employee time cards, verify and calculate wages.
- Prepare payroll on pay dates as indicated per employee. Presently there are employees who are paid - weekly, bi-weekly, bi-monthly, and monthly. Mail or distribute checks.
- File all required income tax forms and payments on required dates.
- Assist the Personnel Committee in preparing and submitting salaries to the Stewardship Committee during the preparation for the *annual* church budget.
- Print Report(s) for any staff member(s) who needs records for financing purposes.

**BANK ACCOUNT MANAGEMENT**

- Reconcile monthly all bank accounts.
- Post all weekly Summary Sheets AND Subsplash deposits  
Following weekly posting – update WEEKLY TITHES & OFFERINGS spreadsheet and email to Stewardship Chairperson, Pastor, Assoc. Pastor, and Communications Secretary for reporting.
- Maintain all ACH drafts, and / or credits to all bank accounts
- Receive cash / checks for *designated* accounts and place in safe promptly.

**FLEXIBLE SPENDING ACCOUNT**

- Maintain employee's PR records for their FSA amounts.
- Receive medical receipts; make payment from FSA checking account upon Office Administrator's approval and report upon request to staff participants their balances.

**ANNUAL BUDGET PREPARATION**

- Mail or distribute to each Committee Chairperson(s) copies of all needed materials for submission of their proposed annual budget for the following year. Year-to-Date Expenditures for Account, Copy of the previous year's proposed amount sheet, blank copy for the following year's proposed budget, Budgeted Financial through the latest reported to the Church. This is a process which other reports and/or spreadsheets to make the budget meeting more successful may be required from Shelby NEXT.

**ASSIST** (as time allows) other administrative assistants and church staff when needed.