



**Position:** Assistant to the Church Administrator  
**Hours per week:** 20-25  
**Reports to:** Church Administrator

10/18/23

### Summary of Position

The Assistant to the Church Administrator (ACA) is responsible for assisting the Church Administrator (CA) in the performance of his/her responsibilities, specifically in the bookkeeping and financial duties of Faith Baptist Church. The ACA takes direction on a daily basis and in the performance of their overall duties from the Church Administrator. He/she must be courteous, maintain complete confidentiality, and eagerly serve others.

### Specific Responsibilities

- Participates in the weekly count and deposit of contributions and posting of these to appropriate accounts in the church's accounting (ACS) and contribution software (CCB).
- Process semi-monthly payroll, including importing payroll information from On-time Web into ACS, uploading payroll file to First Citizens, making online payroll tax payments and posting these entries into the general ledger.
- Posts all invoices, with supporting documentation, into ACS Financial.
- Pays church bills via First Citizens Online Bill Pay and posts into ACS.
- Writes checks for approved church payables. Provides these to the CA for signature.
- Oversees credit card expense reports in ExpensePoint, importing all data into ACS.
- Reconciles monthly credit card statements to ensure all invoices have been entered into ACS.
- Processes automatic drafts of contributions.
- Performs bank reconciliations in conjunction with CA.
- Provides support and works closely with the CA in the compilation and completion of the annual operating budget.
- Prepares and files the semi-annual NC sales tax refund return on church-paid invoices.
- Maintains a complete, orderly, and efficient filing system with an emphasis on paperless filing and ease of retrieval.
- Aids in preparation for meetings through the production of documents, handouts, reports, meals, reminders, etc., as needed.
- Takes initiative for new and special projects, as requested by the CA.
- Be available to handle the church phone when in the office.
- Other duties relative to administration of FBC, as requested by the CA.

## Important Skills / Personal Traits Required

- Proficiency in Microsoft Excel.
- Knowledge and experience using accounting software.
- Commensurate experience preferred.
- Demonstrated ability to maintain confidential information.
- Maintain a growing personal walk with the Lord through committed Bible study, prayer, and church fellowship.
- Possesses a helpful, cheerful, diplomatic, hospitable and caring servant attitude.
- Possesses strong organizational skills.
- Physical requirements – this position consists of mostly sedentary work, with some light lifting