



## Christ's Way Baptist Church

3885 Copperfield Dr. • Bryan TX 77802 • 979.776.5000

---

### Position Description

**Job Title:** Financial Secretary

**Reports To:** Senior Pastor

**Position Type:** Part-Time

#### **Purpose:**

The Receptionist/Bookkeeper will provide on-site financial bookkeeping for Christ's Way Baptist Church in support of its regular ongoing activities. This individual will maintain and publish financial records and support the oversight of the general budget and department of budgets of the church, while covering the responsibilities of the receptionist. The Receptionist/Bookkeeper works closely with the Office Manager. This individual must also keep in strict confidence information acquired through the duties of this position which may be personal in nature to church members and/or staff.

#### **Qualifications:**

- Must be a born-again Christian.
- High school diploma or GED.
- Minimum of 2 years of experience in church/office environment is desired.
- Strong communication, organizational and time management skills.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, and Publisher).
- Experience with general office equipment.
- Strong interpersonal skills
- Teachable disposition and able to receive direction and correction.

#### **Responsibilities/Duties:**

This is a key role at Christ's Way Baptist Church that reports directly to and works closely with the Senior Pastor.

- **Bookkeeping:**
  - Receive, verify, and process payment of all incoming invoices.
  - Track, verify, and process payment of all ongoing accounts.
  - Receive receipts, verify approval of, and reconcile credit card statements and expense reimbursement requests.
  - Accurately record contribution receipts and prepare annual tax receipts and other contribution statements as required.

- o Reconcile all deposits received at the church and through the church's online donation portal (i.e., Tithely) to the bank statement.
  - o Manage accounting and financial systems, and maintain full and accurate accounting records.
  - o Maintain and oversee filing systems for church record-keeping and reference documents.
  - o Provide information and assistance to the Senior Pastor as necessary.
- **Office Administration:**
  - o Answer the phone and screen calls for staff per their direction. Answer all incoming telephone calls with a pleasant voice and manner.
  - o Perform general office work, such as maintaining supplies and office equipment, sending and receiving mail, and keeping the office clean and organized.
  - o Welcome and assist visitors.
  - o Perform other duties assigned by the Senior Pastor.

**Other Information:**

- 32 hours per week.
- Starting salary to be based on qualifications and experience.
- Please send resumes, including 3 references, to Pastor, Justin Kouns, at [pastor@christsway.org](mailto:pastor@christsway.org) or call 606-315-3238.