

First Baptist Church Clinton, Inc
Financial Administrator

Employee:
Reports to: Pastor
Classification: Full-time Exempt - Professional
Hours of Work: 8:00-5:00 p.m.
Updated: July 2025

PURPOSE OF POSITION:

Serve as administrator for the Church Office with responsibility for management of the financial requirements of the Church and with WEE Ministry personnel for budget development, payroll and accounts payable obligations. Maintain personnel files and IRS documentation for all Church and WEE employees. Responsible for securing insurance.

JOB RESPONSIBILITIES:

Maintain governance documents when changes are made by Church action. (Charter, Constitution, By-Laws, Personnel Manual, Financial Procedure Manual, Incorporation filings, etc.).

Maintain financial database; verifies purchase, accounts payable, payroll and reconciles monthly Financial Reports.

Prepares Quarterly Financial Report and year-end Federal reports.

Maintains personnel files, and updates vacation and sick days records.

Develop annual budget for submission to the Finance Committee.

Work with Church lawyer(s) and/or police on legal matters and documentation requirements.

General office coverage including phone coverage and handling member requests of a personal nature.

Monitors security cameras and electronically unlocks doors to provide access to buildings.

Handle benevolence cases that are call-ins or walk-ins in coordination with the Minister of Missions and Creative Ministries.

Meets with Tellers to count offerings and prepare deposits.

Makes bank deposits.

Maintains, monitors and reconciles credit cards.

Receives invoices, checks total, makes requisitions/vouchers and gets appropriate signatures for processing checks.

Maintains permit standards, contracts, warranties, and inspections for fire, health, boiler, fire marshal and background checks on employees and volunteers.

Coordinates all aspects of Weddings and Funerals.

Consults with Christian Service Center Director on funding and grant requests, forms and records.

Responsible for interior decorating and furnishing upgrades; special occasion decorations; and maintains Church supplies used for such occasions in conjunction with the Hostess Committee.

Responsible for soliciting scholarship applications and working with the selection committee.

Plan and execute special food service related events as developed by ministerial staff.

Plan and execute special projects as approved and assigned by Church.

With express approval of the Trustees on Insurance policy changes.

Takes minutes and maintains file of computer minutes for Church Council Meetings.

Other:

Cooperates and consults with FBC leadership in areas of overlapping ministry.

Stay current on religious educational materials, laws, and regulations governing interaction with children.

Plan and conduct meetings with key stakeholders as needed or when appropriate.

Staff liaison to the Finance Committee.