

**JOB DESCRIPTION FOR
TREASURER/FINANCIAL ASSISTANT
FIRST BAPTIST CHURCH OF MARYVILLE**

Principle Function:

To serve as Treasurer/Financial Assistant and perform tasks as outlined in the responsibilities listed below.

Immediate Supervisor: Business Administrator

Responsibilities:

1. Maintain proper financial bookkeeping practices for FBM, MCS, and KFLC
2. Monthly Bank Reconciliations
3. Accounts Payable processing
4. Payroll processing - Filing Payroll Taxes
5. Petty Cash Management
6. Provide monthly financial reports to guide financial oversight and decision-making
7. Prepare Quarterly Tax Filings
8. Credit Card/ACH processing
9. Process mail, filing, and copies for financial office
10. All other duties as assigned

Must have strong data entry, documentation, reporting skills, and be familiar with bank statements.

Accounting degree or bookkeeping experience preferred.

Work Schedule: Full-Time. Work as arranged with Business Administrator.