

First Baptist Church Dover
FINANCE DIRECTOR
Job Description

Purpose:

This department manages all aspects of bookkeeping and provides budget assistance to multiple pastors, and God's Garden Preschool. There is a Director of Finance, who oversees the department, and other finance assistants as needed to accomplish the responsibilities mentioned below.

Responsibilities:

- Have a strong attention to detail.
- Reconciliation of all bank accounts and credit card accounts.
- Posting journal entries for general ledger, run trail balance and any related reports to provide financial data.
- Review and prepare financial statements and attend monthly meetings with Treasurer & Finance Committee.
- Process and post A/R donor contributions with emphasis on general giving and designated giving through QuickBooks and Realm. Knowledge of church designation of funds allocation.
- Prepare and mail/email donor statements annually or as requested.
- Assist Treasurer in annual budget process through data collection and Excel presentation to Finance Committee.
- Processing and facilitation of all A/P with vendor familiarity.
- Be proficient in QuickBooks, possess intermediate proficiency with Microsoft Word, and ability to use and develop formulas in Microsoft Excel.
- Process knowledge of Intuit/QuickBooks payroll software and facilitate weekly PR, generate 941 quarterly filings, W2 and 1099 forms including government filings. (CPA)
- Maintain employee tax files and attendance records confidentially.
- Accountable for most of the company's bookkeeping and financial administration obligations daily, monthly, quarterly, and annually.
- Assist office staff with general administrative support as necessary, such as answering the phones and greeting church visitors during office hours.

Job Type:

- Director of Finance is full-time (40 hrs./week), Monday-Friday.
- Finance Assistants are either full- or part-time positions based on need.

Qualifications:

- Possess a vibrant, growing personal relationship with Christ and a desire to work in a ministry setting.
- High level understanding of bookkeeping and general fiscal management.
- Have an organized, methodical, and systematic approach to work.
- Strong communicative skills - both verbal and written.
- Have ability to acquire new skills to enhance job performance and efficiency.
- Be able to work in a multi-person department with many interruptions and distractions.
- Bookkeeping/Accounting: 3+ years (required).
- QuickBooks: 2 years (Required), non-profit edition (preferred).
- High school or equivalent with some college courses in bookkeeping and/or accounting (preferred).

Accountability:

The Director of Finance and finance assistants report to the Executive Pastor; however, the assistants work under the Director of Finance for their daily/weekly duties.