

**ABBEVILLE FIRST BAPTIST CHURCH  
INTERIM ACCOUNTING SECRETARY  
JOB DESCRIPTION**

**JOB TITLE:** Interim Accounting secretary

**Accountable to:** Senior pastor or, in his absence, the Deacon's Executive Committee

**STATUS:** No more than ten hours a week

**PERSONAL GUIDELINES:** Exemplify Christian conduct, friendliness, and confidentiality. Dress and general appearance are to reflect the standards of a professional person.

**EDUCATIONAL REQUIREMENTS:** An Associate Degree in Accounting or two years' experience in the related field and knowledge of Quick Books.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1) Each Monday morning, with the help of others, count receipts from Sunday and make bank deposits.
- 2) Post and file all offering envelopes and maintain records of individual contributions.
- 3) Provide annual statements of contributions to individual contributors before January 31st of each year.
- 4) Account for and post all monies received in the appropriate budget categories.
- 5) Obtain voucher form of authorization for payment from each responsible person.
- 6) Pay all bills and reimbursements in a timely manner, posting them to the proper expense accounts. Contact the Church Treasurer to come and sign the checks. If the Church Treasurer is not available, the Assistant Church Treasurer should be contacted.
- 7) Make monthly missions contributions.
- 8) Prepare quarterly and annual tax reports, including W-2's and 1099's.
- 9) Reconcile bank accounts monthly.
- 10) Make appropriate journal entries.
- 11) Prepare monthly financial reports for the Finance Committee.
- 12) Prepare necessary information for Workers Compensation.
- 13) Prepare necessary information for Annual Church Profile.