

TO:

FROM: CLINT BROWN

SUBJECT: POSITION: ASSISTANT TO THE MINISTER OF BUSINESS ADMINISTRATION

DATE: SEPTEMBER 27, 2017

Trinity Baptist Church is currently seeking an assistant for the Minister of Business Administration. The responsibilities of the position include financial bookkeeping and account management, HR record management, and office supply management. Experience with bookkeeping and HR record management is desired. This is a full time position with benefits.

Software utilized includes:

- ShelbyNext Financials
- TimeClock Plus v7
- Microsoft Office

An application is available online at <https://ministryopportunities.org/tbck>.
A job description is available in the church office or electronically by request

Inquiries can be made to:

Clint Brown, Minister of Business Administration
Trinity Baptist Church
800 Jackson Rd
Kerrville, TX 78028

(830) 895-0100
cbrown@tbck.org

TRINITY BAPTIST CHURCH – KERRVILLE, TX

JOB DESCRIPTION

Assistant to the Minister of Business Administration

Direct Supervisor: Minister of Business Administration

Associate Supervisor(s): Minister of Business Administration

Employment Category: Regular Full Time, Non-Exempt

Principal Function:

This position is to assist Trinity Baptist Church carry out its mission with financial integrity.

Specific Qualifications:

- Intermediate to advanced skills in computer operation.
- Experience, or necessary training to gain experience, in ShelbyNext Financials preferred, but not required.
- Intermediate to advanced knowledge of spreadsheet, word processing, and data base programs.
- Familiar with the operation of office equipment, generally accepted accounting principles, payroll processes and report filings, accounts payable process, general ledger, preparation of financial reports, budget preparation and benefits administration.

Duties & Responsibilities:

Contributions

- Work with the Teller Committee (each Monday), balancing and entering contributions and other account money in records.
- Keep track of current budget income needs.
- Mail contribution statements quarterly.
- Update offering envelope mailing list.
- Issue income reports.

Payroll

- Maintain individual employee payroll records and all accompanying forms.
- Check criminal records on newly hired employees.
- Record time cards and calculate wages for Children's Day Out and childcare workers.
- Prepare weekly, semimonthly payroll and issue checks.
- Make electronic payroll tax payments and prepare and issue quarterly 941 reports.
- Annually issue W2 forms.
- New hire reporting to State Attorney General's office.

Benefits Administration

- Maintain records pertaining to insurance, retirement, attendance, vacation, sick leave, etc.

Accounts Payable

- Verify invoices

- Enter check requests and invoices into the computer for payment.
- Keep copies of check register and paid statements.
- Distribute and mail checks.
- Send monthly budget status reports to ministry and department heads.

General Ledger

- Review cash and all ledger accounts on a regular basis, semimonthly or more often, and keep copies of financial worksheets current.

Financial Committee

- Prepare monthly financial statements and agendas for Finance Committee.
- Print Church Conference agendas.
- Prepare budget work notebooks, mail proposed budget to membership and help set up presentation to church.

General Staff

- Check and handle mail, email, and phone messages daily.
- Attend all regular and special staff meetings.
- Greet and assist office visitors and answer main phone as necessary.
- Exhibit a friendly and courteous manner at all times.
- Work and interact cooperatively with church members, ministerial staff, and church staff.
- Demonstrate flexibility in schedule and responsibilities.
- Maintain confidentiality and trust.
- Assist with general staff office responsibilities, perform backup responsibilities, and assist with office work requests as needed and as assigned.
- Adjust regular work schedule to provide general office coverage and backup due to office staff vacations and other scheduled or non-scheduled absences.