

## **Financial Clerk**

**First Missionary Baptist Church – Huntsville, Alabama** is seeking a detail-oriented and dependable Financial Clerk to support the day-to-day financial operations of the church.

Type: Part-Time Position; Required # of Hours: 25-30 Hours per week

Pay: \$38,000-\$46,800

### **Job Description:**

The Financial Clerk will be responsible for assisting in the church's financial processes, including recording financial transactions, processing payments, and managing donations. The position reports directly to the Financial Comptroller and works collaboratively with the Church Treasurer.

### **Position Requirements/Education**

- High school diploma or equivalent required
- Associate or bachelor's degree in accounting or finance preferred; relevant experience may be considered in lieu of a degree

\*Send cover letter and resume to: [careers@fmbc.org](mailto:careers@fmbc.org)

\*Deadline to apply: Monday, May 4<sup>th</sup> by 5pm

\*Final Candidate must consent to reference check and criminal history, background check, drug test, credit and financial history review.

**Special Skills & Abilities:** Understand fundamental accounting principles, including debits and credits, balance sheets, and income statements; Experience with church management or accounting software is a plus; Proficiency with Microsoft Office (Excel, Word, Outlook), and the ability to learn new software systems quickly; Strong attention to detail and commitment to accuracy; Excellent organizational and time management skills; Effective written and verbal communication skills; Ability to maintain confidentiality and handle sensitive information with discretion.

### **Full Job Description**

#### **Contributions & Donations**

- Maintain and update the church's contribution database
- Record and track all donations, including cash, checks, and online contributions
- Reconcile contributions to weekly bank deposits and investigate discrepancies
- Respond to member inquiries regarding personal contributions in a professional and confidential manner

## Accounts Payable

- Perform accounts payable functions, including processing invoices, check requests, and ACH payments
- Review supporting documentation to ensure accuracy and proper authorization
- Maintain and update vendor records in the financial system
- Manage accounts payable email inbox and vendor communications

## Financial Support & Reporting

- Assist the Financial Comptroller with month-end and monthly closing activities, including journal entries, reconciliations, and adjusting entries
- Follow established financial policies and internal control procedures
- Assist with audit preparation and documentation as needed
- Provide administrative and clerical support for additional finance-related activities as assigned