

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Assistant Chief Financial Officer

Responsible to: Executive Pastor

General Job Description

To be responsible for timely and accurate financial reporting and to oversee day-to-day financial accounting operations.

Skills and Qualifications

- Must be a member of Berean Baptist Church or church of like faith
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Must be knowledgeable in or be willing to learn the Shelby Church Management Software Program
- Must have an analytical mind, comfortable with numbers
- Must have experience with Non-Profit Accounting
- CPA is a strong advantage
- BS/BA in Accounting, MS/MBA is a plus

Responsibilities

- As the Assistant Chief Financial Officer (CFO) of Berean Baptist Church, Unaffiliated, Inc., assist the CFO to fulfill his duty to steward all monies received, invested, or distributed by the church or academy
- Track cash flow, investments, and analyze the ministry's financial strengths and weaknesses and propose corrective actions to the CFO
- Work directly with the CFO and the Head of School in the development of the Academy's annual budget
- Assist the CFO with the oversight of the Academy finances
- Ensure all sub-ministries of the church have and operate within their fiscal budget
- Oversee employees who work directly with accounts payables, accounts receivable, account reconciliations or journal entries
- Ensure all entries are coded accurately and properly
- Ensure payroll for BBC and BBA employees is processed to include pay, insurances, and time off (sick, personal and vacation), and that W-2's are prepared annually
- Ensure W9's and 1099's are processed and reconciled in a timely manner
- Maintain employee personnel files to include adding new employee information contracts

Assistant Chief Financial Officer Job Description (cont.)

- Oversee to ensure background checks for all new employees and volunteers are performed
- Assist the CFO in overseeing the benefits that are offered to employees in accordance with governmental guidelines
- Prepare tax reports - quarterly, semi-annual, payroll, and sales & use tax refunds
- Prepare weekly finance slides for staff meetings
- Prepare budget reports for the treasurer, staff meetings, church member's meetings and ministry leaders as needed
- Oversee to ensure donations are being properly accounted for and that members receive donation statements
- Maintain all electronic-giving accounts (online, web, and text) and ensure that these funds are safeguarded in addition to any physical monies received
- Work with outside agencies when audits are needed and performed
- Reconcile or verify that all accounts and bank reconciliations for all other ministry accounts have been reconciled monthly