

Ministry Assistant – Financial
McLean Baptist Church
McLean, Virginia

McLean Baptist Church (MBC) seeks a full time ministry assistant, primarily responsible for all financial operations of the church. (See partial list below.) Because of the nature of church ministry, other duties are determined by the needs of the church day and the pastoral staff. As a result, the position requires a person willing and able to demonstrate the dedication and flexibility to respond to those needs by collaborating with church staff and volunteers, as well as adapting behavior or work methods to support the overall mission of the church.

MBC is a fellowship of moderate-minded Christians seeking to be an inclusive community that celebrates Christ by serving our world

Beginning date of service: Immediate

Salary: \$37,500 - \$42,500

Hours: 40 hours per week (Mon. – Fri., 8:30 a.m. – 4:30 p.m.)

Transportation: Must have own transportation

Primary Supervisor: Senior Pastor

Required Qualifications and Experience:

- Financial/accounting background
- Confidentiality with sensitive financial and personal information
- Familiarity with financial software (e.g. Automated Church Systems – ACS – or equivalent)
- Understanding of payroll and associated regulations
- IT/Web technology knowledge highly desirable
- Excellent organizational skills
- Flexible and collaborative style
- Proficient in written and oral English
- Christian

Responsibilities include but are not limited to:

- Posting individual contributions to personal records and providing timely financial activity reports
- Reviewing and verifying bank deposits
- Posting income to the general ledger
- Managing the church PayPal account
- Verifying accounts payable

- Making expenditures on behalf of the church
- Gathering time records and processing payroll (including checks and/or direct deposits)
- Making required Federal and state withholding deposits, filing all Federal and State tax forms (quarterly 941, annual W2, etc), and staying current with tax law changes
- Maintaining I-9 forms and retention dates as required by the IRS and Virginia
- Assisting church employees with funding deferred income annuities
- Processing cafeteria plan options
- Producing the annual Workers Compensation Audit for the church's insurance provider
- Supporting specific church activities by tracking and reporting details of income and disbursements, and tracking event payments
- Maintaining memorial records, notifying families of gifts, and formally acknowledging givers
- Attending staff meetings and Financial Council meetings as staff liaison/technical advisor
- Overseeing all inventory orders
- Performing preliminary assessment of computer issues and performing remedial computer support as instructed by remote contract technician
- Monitoring building for potential fire violations and making any inspection corrections
- Interacting with members, visitors, volunteers, and guests of the church

Church will provide:

- Office space
- Computer equipment and support
- Benefits commensurate with Personnel Manual of MBC

To apply for the Ministry Assistant position, provide by August 1, 2009:

- Resume including work experience, education/training, and contact information
- Three references with contact information (including a recent supervisor)
- Willingness to submit to a background check

Resumes will not be accepted after August 1, 2009.

Submit Resumes to resume@mcleanbaptist.org.

Church does not reimburse interview travel or relocation expenses.

POSITION ANNOUNCEMENT
Ministerial Assistant – Financial
McLean Baptist Church

McLean Baptist Church, located in suburban D.C. (Virginia), is seeking a fulltime Ministerial Assistant responsible for all financial operations of the church. Financial and accounting background, as well as familiarity with financial software, is required. Confidentiality is of utmost importance and mandatory for this position. Candidate should be able to start immediately. For a full job description, to ask questions, or to submit a resume, please see our website www.mcleanbaptist.org, or email resume@mcleanbaptist.org. Resumes accepted until August 1, 2009. Please include three references with resume, preferably including one from a recent supervisor.