

**Wytheville Baptist Church
205 Church Street
Wytheville. VA 24382
(276) 228-3712**

Wytheville Baptist Church is seeking a full-time secretary- treasurer.
Salary and benefits will be negotiated by the personal and stewardship teams
with the final approval by Wytheville Baptist Church.

Email letter of interest and resume to wythevillebaptist@gmail.com

ATT: Personnel in the subject line

or mail to the church ATT: Personnel Wytheville Baptist Church

205 Church Street Wytheville, VA 24382

JOB DESCRIPTION for FULL-TIME SECRETARY-TREASURER

PURPOSE: The secretary-treasurer will serve as a full-time professional staff member in both secretarial and financial roles.

REPORTING: The secretary-treasurer will be under the direct supervision of the personnel team and senior pastor.

QUALIFICATION REQUIREMENTS

Characteristics and Skills

The following are the characteristics and skills required of the secretary-treasurer. The ideal candidate should demonstrate the following characteristics, skills and abilities:

1. The secretary-treasurer will lead a life dedicated to our Lord and Savior, Jesus Christ.
2. Possess ability and have a personality suited to working in the local church setting.
3. Be exemplary in Christian conduct.
4. Will serve as a role model for members of Wytheville Baptist Church.
5. Personal integrity and self-motivation in the fulfilment of secretarial and financial responsibilities.

Requirements

- Be an adult of at least 23 years of age.
- Maintain confidentiality
- Must possess excellent clerical skills including: typing, serving as receptionist, accounting experience, proficiency in Word, Excel, Power Point, Canva, and Access.

SPECIFIC DUTIES of SECRETARY-TREASURER

- Attend staff meetings when scheduled.
- Keep inventory of office supplies.
- Order supplies as needed for the office to include devotionals, yearly tithing envelopes, supplies for kitchen and custodial staff as well as items for other teams upon request.
- Keep church calendar updated.
- Answer phone and direct calls as needed.
- Open mail and distribute to proper persons.
- Assist senior pastor and other staff keeping current mailing lists, membership rolls, correspondence, including but not limited to visitor and new member letters.
- Place the Wednesday night bankers' bag in the fellowship hall to collect money. Include a slip for number of people dining and money received to enable correct payment for the kitchen staff.
- Responsible for the publication and mailing of the monthly Beacon from articles and information collected from staff and church members.
- Prepare Wednesday Bible study bulletins and Sunday order of worship including sermon titles, hymns, special music, preludes, offertories, and postludes.
- Maintain accurate records of all receipts and disbursements.
- Perform work in accordance with guidelines established by Wytheville Baptist Church. Report regularly to the stewardship team and during business meetings the financial status of the church.
- Periodically check with the property team to ensure all church property is adequately covered by casualty and liability insurance.
- Responsible for making sure taxes, reporting forms, and regulations are met on a timely basis.
- **Daily**, check the black mailbox outside the church office for correspondence, tithing envelopes, etc. Receive, review, check for discrepancies, and disburse bill payments, verify, disburse, or reimburse members with proper signed, completed payment vouchers.
- **Weekly**, gather receipts information from tellers and record. Collect bank bags from bank.
- **Semi-monthly**, compile payroll information and prepare staff payroll checks.
- **Monthly**, compile tax information, pay all taxes when due. Reconcile bank statements, prepare financial statements, make copies of financial statements for business meetings upon request. Email agenda quarterly financial statements, and minutes to the church body. Attend and present financial statements, attend stewardship team meetings, and order accounting supplies.
- **Annually**, make reservations with the Western Blue Ridge Baptist Network for the annual church-wide picnic at the Baptist Campground. Assist stewardship team with preparing church budget, compile tax information print, distribute W-2, 1099 NEC form and Transmittal form. Gather paperwork, have proper individuals sign documents, and deliver documents to the bank for any and all bank business, schedule appointment with the bank and meet the proper individuals to open the bank box. Prepare church books timely for audit.