



First Baptist Church of Vienna - Treasurer

About First Baptist Church of Vienna

First Baptist Church of Vienna, located in Vienna Virginia (a suburb of Washington, DC), is a diverse congregation rooted in the African American worship tradition. We develop and deepen our personal relationship with Jesus Christ. Through preaching, teaching, ministry development and advocacy, we celebrate Christ, expand the Kingdom, and influence society. As outlined in our mission, First Baptist Church of Vienna empowers believers, evangelizes the lost, and discipless the saved.

Position Description

First Baptist Church of Vienna is seeking a Treasurer who will be responsible for the overall administration of the financial assets of the church. Working with the Board of Trustees, the Treasurer manages the church's finances and attends to general bookkeeping, fundraising, and tax responsibilities. In this role, you will ensure that funds are disbursed in a responsible and organized manner so that the mission and ministry of the congregation are supported and strengthened.

Basic Duties and Responsibilities

- Maintains the church financial records and overall financial assets are appropriately managed/administered;
- Establishes and executes clear policies, internal controls, and practices that govern the expenditures of the church;
- Keeps accurate records with supporting documentation of all church receipts and expenditures;
- Manages all online and tangible giving reports and expenditures;
- Reconciles church bank statements with the church's ledger, making note of and reporting any discrepancies;
- Collaborates with Trustees to ensure that all individuals responsible for bank accounts are assigned to accounts and accurate information is on file;
- Processes bi-weekly payroll and payroll reporting;
- Participates in any financial audits;
- Prepares annual reports for external partners, vendors, and contractors as designated;
- Provides information for the preparation of reports for annual, quarterly, and month church meetings;

- Coordinates tax forms such as W-2 and 1099 for church employees and contractors;
- Maintains tax records of employee salaries, donor information, spending habits, and more;
- Attends meetings with the church executive staff to go over finances and stay aware of any upcoming expenses, events, or changes to the church's operation;
- Other duties as assigned.

Required Knowledge, Skills and Abilities

The ideal candidate should be:

- a good steward of money;
- well versed in general competencies with accounting, bookkeeping, financial auditing, investing, accounting, or processing;
- incredibly organized and have an exceptional attention to detail;
- committed to the mission and goals of First Baptist Church of Vienna;
- familiar with the tax code as governs religious and non-profit entities;
- possess a servant attitude and work well with others.

Education and Experience (recommended but not required)

- Bachelor's degree in or strong knowledge of finance, accounting, business, or mathematics
- 3+ years as a CPA, financial analyst, auditor, or financial manager
- Understanding of non-profit accounting, financial reporting, and GAAP
- Working knowledge and experience with MS office suite (excel, word, PowerPoint)

Please submit a cover letter along with your resumé to: Arnitra Duckett: arnitrad@mac.com;

Subject Line: FBCV Treasurer