Financial Secretary

First Baptist Church seeks to fill a part-time position as Financial Secretary to maintain accurate financial and membership records and assist ministers, financial committee, and church members as needed in fiscal matters.

* **Responsibilities include:** preparation and maintenance of accurate financial records, filing system, accounts payable, payroll and contribution records; assistance to church treasurer, budget and finance committee, and auditor; preparation of financial reports; other duties as assigned.
* **Qualifications include:** high school diploma; at least one year experience in financial record keeping; ability to maintain computerized records and paper documentation; ability to work with a team; proficiency in computer skills including spreadsheets, Word, Excel, and email.

Applicants should submit a resume and letter of interest to the church office at 301 South Broad Street (PO Box 95), Clinton, SC 29325 by May 12, 2024. For questions call (864) 833-2578.