

**Pullen Memorial Baptist Church
Communications and Financial Specialist**

Function: Maintains accurate confidential membership, contribution and financial accounting records performs other assigned financial and administrative support tasks; produces all church publications and maintains the website; and coordinates office volunteers and reception area.

Duties and Responsibilities:

Maintains member records and records of all gifts and contributions in the database; maintains pledge records and responds to members' inquiries about personal pledge and contribution records; provides data on pledging and giving as needed by committees; acknowledges memorial and special contributions; serves as contact for members wishing to donate stock and make IRA gifts; monitors and sells stock gifts through broker websites under the guidance of the Administrator and Church Treasurer; maintains electronic funds transfer accounts.

Performs accounts payable, payroll, and other financial actions under the supervision of the Church Administrator; participates with the Church Administrator on preparation of the general ledger, budgetary accounting, and budget data compilation and reporting; submits state and county sales tax refund requests; provides financial and budgetary data to staff and members as needed; assists staff in accounting for fee collections as needed; reconciles general fund bank statements; maintains records of investment accounts; maintains staff payroll and leave records and administers benefits; prepares monthly, quarterly, and annual financial reports; supports staff and members with spreadsheet creations and calculations; prepares monthly credit card reconciliations insuring proper documentation.

Produces and edits all publications including bi-monthly newsletter, worship guides, weekly updates, brochures, flyers, and other materials to support staff and lay ministry; maintains website and edits and prepares information for posting on the website; creates email communications for members; creates or assists with special projects as needed.

Maintains membership data base and creates mailing labels and reports as needed; schedules rooms for all member events; sends weekly Joys and Concerns list to Congregational Care representative; provides copies of information for New Member Packets; schedules weddings/unions as approved by Pastor and collects fees; interfaces with wedding/union committee chair; serves as liaison regarding records and history preservation with the Church Archivist.

Coordinates office volunteers; provides guidance and training or insures that they are provided and backs them up when needed; produces various documents, correspondence, and insures that brochures and other publications are stocked at distribution points; programs phone system and trains new staff on phone usage; orders office supplies; maintains postal meter updates, usage reports and funds; provides copier usage reports.

Performs other duties as assigned by the Pastor or Church Administrator.

Relationships: Is directly supervised by the Church Administrator
Works cooperatively with all staff and the Church Treasurer

Qualifications: Graduation with an Associates degree in accounting or related field and considerable experience in paraprofessional accounting, publications, or closely related field that provides experience with spreadsheet, word processing, publications software, web design and/or maintenance; or an equivalent combination of education and experience. Also requires demonstrated

ability to work independently and productively with minimal supervision; ability to establish and maintain effective working relationships with staff and members; and ability to be bonded.

7/22/2011