

**First Mount Zion Baptist Church
Financial Secretary Assistant**

Part-Time (20 hours per week)
Pay Range \$27.00-\$32.00 per hour

First Mount Zion Baptist Church is actively recruiting candidates for the position of Financial Secretary Assistant in support of the accounts payable and payroll functions of the Church. The ideal candidate has more than three years of experience having a working knowledge of complete payroll processes and accounts payable processes in line with general accounting practices. Upon offer the candidate is subject to a criminal background check and drug screening. Working remotely is not an option. The church requires proof of COVID-19 vaccination and temperature check upon entry. Recruiting will continue until the position is filled. Interested candidates should email resume and job application to employment@firstmountzionbc.org

Responsibilities for payroll / accounts payable

- Assist the Financial Secretary with time keeping, journal entries, and payroll functions of the organization using appropriate control procedures
- Respond to member and vendor inquiries regarding payments, contributions, online giving and updating profiles.
- Support all internal and external audits related to payroll and accounts payable disbursements.
- Follow measures that ensure timely contractual and credit card payments
- Responsible for bi-weekly time keeping in support of payroll processing
- Reconcile assigned GL Accounts
- Perform mid-high level AP processing
- Accounts Receivable and HR clerical tasks
- Complete work with accuracy and compliance with regulatory requirements

Qualifications for payroll / accounts payable

- Computer literate, extensive Excel knowledge
- Full-cycle payroll experience in ADP, Ceridian, or Oracle preferred.
- Experience with church management software and/or non-profit accounting platforms
- Must possess the ability to multi-task, prioritize and work independently in a dynamic team environment
- Requires strict confidentiality
- Ability to communicate effectively with all levels of employees outside vendors

- 4-year degree with 3 years of experience working in accounts payable/receivable and payroll. 2-year degree with 5 years of experience will also be considered.