



Job Title:	Financial/Administration Ministry Assistant	Position Type:	Full-time
FLSA Status:	Non-exempt	Reports to:	Executive Pastor
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manage all aspects of VGBC payroll, including: <ul style="list-style-type: none"> - Prepare semi-monthly payrolls to include processing time sheets and time off. - Implement tax, insurance and personal deductions and withholdings. - Perform ACH processes for direct deposits. - Maintain payroll records and financial personnel files as required by law. - Process garnishments and legal paperwork as required. - Manage and submit payroll taxes for federal, state, and Social Security. - Create and render federal quarterly 941 for the Feds as required by law. - Prepare yearly audit for insurance and Worker's Compensation requirements. - Manage accounting procedures related to employee insurance and retirement benefits, including coverage records, processing payments, and tracking elections. • Manage Accounts Payables, including: <ul style="list-style-type: none"> - Process through Accounts Payable all invoices properly authorized reimbursements, credit cards, and benevolence payments, maintaining documentation and receipts. Promptly paying requisition payments with authorized signature made to the proper business and individuals. - Reconcile, prepare, and process federal and state employment forms (1099s, 1098s). • Manage all ACS accounting financials, including: <ul style="list-style-type: none"> - General Ledger - Journals entries - Prepare and submit Colorado Property Tax Exempt Status, Corp Filing, Periodic and Sales Tax Reports. - Ensure compliance with financial regulations concerning 403(b) contribution limits, taxable insurance, and payroll withholdings for additional coverage. - Prepare records and coordinate with auditors for annual financial review. - Respond to all financial inquiries from vendors, bank, and members. - Manage all taxes and related processes. - Oversee financial administration of the Cigna HSA system, including accounting and payment processing. - Administrate transfers, ACH payments, and credit cards. - Conduct bank interactions, inquiries, and initiation of investments and services. • Manage Financial Reporting, including: <ul style="list-style-type: none"> - Create and analyze financial reports for monthly Stewardship Committee meetings. - Collaboration with Church Treasurer and designees; provide monthly GL and bank statement reconciliations. - Serve on Stewardship Committee in an advisory role. - Process and distribute monthly account overviews for deacons and committees. - Coordinate and prepare budget preparations for the Budget Committee and business meeting. • Additional Responsibilities: <ul style="list-style-type: none"> - Promote team resilience by mentoring and training a colleague to serve as a capable backup for all key job functions. 			



OTHER EXPECTATIONS

SPIRITUAL EXPECTATIONS

- Exemplifies Ephesians 5:1-2, "Therefore be imitators of God as dear children and walk in love, as Christ also has loved us and given Himself for us..."
- Pursues the Great Commission given by Jesus Christ in Matthew 28:19-20, "Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age."
- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of VGBC; prays for VGBC.
- Engages in Christian ministry
- Demonstrates behaviors aligned with VGBC's Statement of Faith (Baptist Faith and Message 2000).

GENERAL EXPECTATIONS

- Should always exhibit professionalism, demonstrated by conscientious work ethic, teach ability, accountability, and pleasant demeanor.
- Attend staff meetings when appropriate.
- Answer telephone and greet office visitors when the Church Relations Ministry Assistant is unavailable.
- Willing to serve in a behind-the-scenes support role.
- Exhibit teamwork with staff and ministers.
- Flexible and willing to share new ideas

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in accounting required.
- Minimum 5 years of experience in an office work environment.
- Ability to work independently.
- Ability to maintain confidentiality as well as work collaboratively with ministry staff and volunteers.
- Ability to interpret and conform to all federal, state and IRS regulations to protect and preserve the church's 501(c)(3) status.
- Strong working knowledge of accrual basis accounting procedures.
- Strong computer skills. (Microsoft Office Suite)
- Strong organizational skills.
- Strong verbal and written communication skills (editing/proofreading experience strongly preferred).
- Excellent grammar and spelling skills, along with the ability to edit content submitted by others
- Must be able to pass a background check prior to employment
- Must sign the VGBC Statement of Faith

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Last Updated:

Personnel Committee

Date:

May 14, 2025