



Administrative and Accounting Assistant

Overview/ Summary/ Supervision

The Administrative & Accounting Assistant supports the Administrative & Financial Manager by providing administrative, donor relations, and bookkeeping assistance that helps ensure the accurate stewardship of church finances and donor records. This role focuses primarily on donation processing, donor communications, financial recordkeeping, and reporting while assisting with day-to-day administrative and accounting functions.

Employment Status: Part Time, 12-16 hours/week

Primary Responsibilities

Donor Relations & Contribution Management

- Assist with the accurate processing and recording of offerings, donations, and other receipts.
- Maintain donor records and fund balances within the church management and financial systems.
- Oversee the offering counting procedures and donation reconciliation including coordinating offering counter schedules and volunteer rotations
- Process donor requests related to electronic giving platforms and maintain donor contact information on giving records
- Assist with stock donation processing and donor acknowledgements.
- Prepare and distribute donor correspondence, including thank-you letters and year end contribution receipts.
- Generate reports and donor giving summaries as requested.

Bookkeeping & Financial Administration

- Perform reconciliation tasks to support accurate financial records and review all employee expense accounts.
- Support accounts payable processes, including invoice organization and record retention while maintaining accurate record keeping.
- Support month-end financial reporting processes.

- Provide administrative support for budget preparation and financial reporting activities.

Administrative Support

- Provide administrative assistance to the Administrative & Financial Manager.
- Maintain organized records and documentation related to financial and donor activities.
- Assist with scheduling, communication, and coordination of finance-related activities.
- Support meetings by assisting in the preparation of reports, agendas, and related materials as requested.
- Collaborate with staff, volunteers, and ministry leaders to ensure accurate financial information.

Additional Responsibilities

- Participate in process improvement initiatives that enhance efficiency, accuracy, and donor experience.
- Assist with special projects and seasonal financial activities as assigned.
- Perform other duties as assigned in support of the Administrative & Financial Manager and the mission of Millington Baptist Church.
- Take on additional responsibilities and opportunities for growth as the role develops over time.

Qualifications

- Be a member of MBC.
- Meet the biblical qualifications of a Deacon or Deaconess (1 Timothy 3:8-13).
- Be a growing Christian, diligent in Bible study, prayer, worship and fellowship with the goal of more closely following Christ in all areas of life.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines effectively.
- Proficient with Microsoft Office applications, particularly Excel, Word, and Outlook.
- Strong written and verbal communication skills.
- Ability to work independently while collaborating effectively with staff and volunteers.
- Comfortable learning and utilizing church management and financial software systems.

Note: This job description is not comprehensive, the AAA Assistant may be instructed to perform other responsibilities as deemed appropriate by supervisor.