

# Job Notice: Financial Administrator

**Position Title:** Financial Administrator

**Employment Type:** Full-Time

**Location:** On-site

**Reports To:** Pastor

## Position Summary

First Baptist Church Saginaw is seeking a faithful, detail-oriented Financial Administrator to serve the church by overseeing daily financial operations with integrity and excellence. This role plays a vital part in supporting the mission and ministries of the church by ensuring financial resources are managed responsibly, transparently, and in alignment with church policies and biblical stewardship principles.

## Key Responsibilities

- Manage accounts payable and receivable, including vendor payments and reimbursements
- Record and track tithes, offerings, and designated gifts accurately and confidentially
- Maintain general ledger entries and financial records
- Prepare monthly financial statements and reports for church leadership
- Reconcile bank accounts and credit card statements
- Assist with annual budgeting and financial planning
- Support payroll processing and benefits administration (if applicable)
- Ensure compliance with internal controls, donor confidentiality, and applicable regulations
- Assist with audits, year-end reporting, and financial reviews
- Work collaboratively with church staff and ministry leaders to support operational needs

## Qualifications

- Degree or coursework in Accounting, Finance, Business Administration, or related field (preferred)
- 2+ years of experience in accounting, bookkeeping, or financial administration
- Proficiency in accounting software and Microsoft Excel and Quickbooks
- Strong attention to detail and organizational skills
- Demonstrated integrity, discretion, and trustworthiness
- Ability to manage confidential information with care and professionalism

## Faith & Culture Expectations

- A growing, personal relationship with Jesus Christ
- Alignment with the mission, values, and statement of faith of First Baptist Church
- Commitment to biblical stewardship and ethical financial practices
- Ability to work in a ministry-focused, team-oriented environment

## Preferred Experience

- Experience with church or nonprofit accounting
- Familiarity with contribution tracking and donor management systems
- Knowledge of payroll, tax filings, and compliance requirements for churches

## Compensation

- Compensation commensurate with experience

## How to Apply

Please submit a resume and brief cover letter explaining your interest in serving at First Baptist Church Saginaw to [Jduncan@fbcSaginaw.org](mailto:Jduncan@fbcSaginaw.org). The deadline for submission is February 27, 2026.