

Position Title: Financial Secretary

Principal Purposes:

The Financial Secretary is responsible for maintaining accurate records of individual member's contributions and special donations by posting offering and donations in the Automated Church System; mail quarterly and annual statement of contributions to each contributor; complete the weekly financial reports based on information received from counters; provided statistical financial data as requested by Treasurer, finance committee; perform other duties as assigned.

Major Work Characteristics:

Knowledge of general office practices and procedures; general knowledge of accounting practices and procedures; skill in communication both oral and written; have a character of honesty and must be trustworthy. Must be proficient in Microsoft Office Suite.

Please submit a resume with a cover letter to The Tabernacle Baptist Church Human Resource Committee Attn: Deacon Philip Murray at 2188 Woodward Ave. Columbus, OH 43219. The last day to apply will be Friday, May 3<sup>rd</sup>, 2024.