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First Baptist Church Hiring Financial Secretary

MAY 14TH 2019 BY DEE LOFLIN

First Baptist Church Hiring Financial Secretary

Dexter, Missouri - The First Baptist Church in Dexter is seeking a Financial Secretary.

Job Description for Financial Secretary

Duties: Perform all financial activities related to Church accounting using software designed for this purpose. Responsibilities include recording revenue from various sources, accounts payable, payroll, monthly financial reports and bank reconciliation.

Hours : Monday-Thursday 8am-5pm. Friday 8 am - 12noon.

Compensation commensurate with experience. Interested applicants can pick up an application packet at the First Baptist Church office located at 11 W. Castor Street in Dexter, MO.

First Baptist Church is an Equal Opportunity Employer.

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