

*Exempt Position

FULL-TIME POSITION ANNOUNCEMENT



Position Title: Financial Comptroller

Opening Date: February 5, 2021

Closing Date: Until Filled

Applications must be received by the closing date to be considered for this position.

LOCATION: First Missionary Baptist Church, 3509 Blue Spring Rd. Huntsville, AL 35810

First Missionary Baptist Church (FMBC) established in 1880 and located in Huntsville, AL is seeking to hire a full-time Church Comptroller.

PRIMARY DUTIES: This position assumes the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of the church, including accounting, payroll, financial reporting/systems, budget, cash management and other finance-related functions. The incumbent is responsible for maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements and provides the highly responsible and technical staff assistance to the Church Administrator and Pastor.

POSITION RESPONSIBILITIES:

- Work in coordination with the Church Treasurer to manage the financial processes and systems of the Church.
- Maintain Contribution Database
 - Oversee the recording of contributions into the database system on a weekly basis.
 - Perform data entry of contribution envelopes when necessary.
 - Review and analyze reconciliation of contribution envelopes to weekly deposits.
 - Investigate any discrepancy between deposits and contribution envelopes.
 - Prepare and make available annual contribution statements to all active members.
 - Manage/handle all questions from members regarding personal contributions.
- Perform Payroll Reporting and Remit Related Tax Payments
 - Continually update payroll database to ensure accuracy of employee information.
 - Oversee the creation and disbursement of employee payroll checks.
 - Oversee the calculation and remittance of federal tax withholdings to federal government by required due date as led by the Church Treasurer.
 - Oversee the calculation and remittance of the monthly state tax withholdings to the State of Alabama by required due date as led by the Church Treasurer.
 - Prepare accurately and timely quarterly federal tax forms by required due date as led by the Church Treasurer.
 - Prepare and distribute annual W-2 forms to all employees paid during the current calendar year.
 - Prepare form W3 and mail along with W-2 forms to Internal Revenue Service by required due date as led by the Church Treasurer.

- Prepare and distribute annual 1099 forms to all contracted employees during the current calendar year by required due date.
- Prepare and mail 1099 forms for all honorariums paid in the current calendar year as required by IRS regulations.
- Prepare form 1096 and mail along with 1099 forms to Social Security Administration by required due date.
- Prepare and remit annual state of Alabama reporting with copies of W-2's by the required due date as led by the Church Treasurer.
- Manage Financial Reporting
 - Manage accounts payable, accounts receivable, contributions, and general accounting functions, establishes internal control policies and procedures to ensure that accounting standards are met.
 - Manage preparation of financial records, including financial statements and related audits, in conformity with generally accepted accounting principles (GAAP) in compliance with federal and state laws as led by the Church Treasurer.
 - Participate in developing and updating long range financial forecasts and trend analysis for use in financial planning.
 - Assist in the preparation process of the annual budget as directed by the Pastor or the Church Treasurer.
 - Oversee and reviews monthly financial reports and related documents.
 - Advise and supports the Pastor in functions related to financial management.
 - Maintain accurate chart of accounts for the database.
 - Oversee the processing and payment of all invoices and reviews for accuracy.
 - Generate periodic internal financial statements and reports as directed by the Pastor or the Church Treasurer.
- Additional Duties
 - Maintain vacation and sick time records for all employees.
 - Manage health insurance benefits for qualified employees.
 - Manage retirement benefits program (403b) for qualified employees.
 - Assist in the assessment of need for individuals requesting benevolence support.
 - Disburse benevolence funds upon approval.
 - Assist with budgets for church annual days and special events.
 - Perform other duties as assigned by the Pastor.

POSITION REQUIREMENTS:

- Education – Bachelor's degree in Accounting, Business Administration, Finance, or closely related discipline as listed below. Master's degree preferred.
- Experience – Minimum 5 years' experience in accounting/finance. Experience with financial reporting requirements. Prefer some managerial experience in a public school system, state university, community college, or state agency.

- Abilities – Must be discreet and mature in handling church matters. Have strong financial acumen. Be open to new challenges and able to foster an environment that encourages fiscal responsibility. Well organized, adept with computers, self-motivated, able to multi-task, and use cost-benefit analysis to set priorities. Should be a self-starter capable of initiative and independent work. Must be proficient with MS Office products, with strong knowledge of Excel.

SALARY: Salary and benefits commensurate with education and experience.

HOW TO APPLY: All interested and qualified persons must submit a FMBC Job Application Form which can be found at (www.fmbc.org); go to Career Opportunities under Media & Resources for application.

NOTE: Final candidates must consent to the following: Reference check and criminal history background check, drug test, and credit and financial history review. Only one submission will be accepted. Incomplete applications will not be considered. No phone calls will be accepted. All information submitted will be treated as confidential. Additional information may be requested and/or required. The entire application package must be typed and submitted to the First Missionary Baptist Church, 3509 Blue Spring Road, Huntsville, AL 35810, Attn: Personnel Committee. Individuals experiencing technical difficulties with the online application forms, please contact us via email at clynk@fmbc.org.



First Missionary Baptist Church

3509 Blue Spring Road
Huntsville, AL 35810

Job Application Checklist

Final candidates will be notified and asked to provide additional information as needed later in the selection process. Final candidates must consent to reference checks, a criminal history background check, and drug screening test (performed through an outside agency to ensure complete confidentiality). Candidate packages should be typed.

MAIL or EMAIL PACKAGES TO:
First Missionary Baptist Church
c/o FMBC Careers
3509 Blue Spring Road
Huntsville, AL 35810
256.852.4318 | careers@fmbc.org

- A completed and signed FMBC Job Application Form**
- A completed and signed FMBC Job Application Supplemental Form**
- A signed FMBC Application Checklist**
- Cover Letter (maximum one (1) page, Times New Roman size 12 font)**

- Resume (Times New Roman size 12 font, addressing each of the position's responsibilities and duties)**

- Three (3) Letters of Reference (letters must have prepared within the last 30-days and have original signatures)**

Final candidates must consent to reference checks, a criminal history background check and drug screening test (performed through an outside agency to ensure complete confidentiality).

This checklist is provided to help you to be certain you have attached all required application information. By signing below, I acknowledge and understand that the document and information provided in this application package is accurate and true to the best of my knowledge.

Printed Applicant Name: _____

Applicant Signature: _____

Date: _____

All information presented will be treated as CONFIDENTIAL.



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3509 Blue Spring Road
Huntsville, AL 35810

Job Application

First Missionary Baptist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a FMBC representative. First Missionary Baptist Church complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Telephone Number: _____ Email _____

Date of Application: _____

Employment Position Information

Position(s) Applied for: _____

How did you hear about this position? _____

On what date can you start working if you are hired? _____ Salary Desired: _____

Personal Information

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

What document can you provide as proof of citizenship or legal status? _____ Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

_____ Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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3509 Blue Spring Road
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Applicant Name: _____ Date: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Vocational School/Specialized training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____



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Applicant Name: _____ Date: _____

Previous Employment

Have you ever worked for FMBC in the past? Yes No If yes, when? _____

Are you a member of FMBC? Yes No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?



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Applicant Name: _____ Date: _____

References

Please provide 3 personal and/or professional reference(s) below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Military Service

Are you a member of the Armed Services? Yes No

What branch of the military did you serve? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Type of Discharge: _____

If other than honorable, explain: _____

What military skills do you possess that would be an asset for this position?

At-Will Employment

The relationship between you and the First Missionary Baptist Church is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the First Missionary Baptist Church. No representative of First Missionary Baptist Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Official Board Chairperson or Personnel Committee Chairperson.

Applicant Signature: _____ Date: _____



Job Application Supplemental Form

First Missionary Baptist Church is an equal opportunity employer. Please fill out all the sections below:

Title of Position _____

Applicant Information

Please provide your full name. If you have only initials in your name, provide them and indicate: "Initials only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter the Suffix. (e.g., Last, Suffix, First, Middle Name)

1. Applicant's Name:

2. Other Names Used: (For example, maiden name, nicknames, etc.) _____

3. Social Security Number:

____ - ____ - _____

4. Date of Birth:

____/____/____
Month Day Year

5. Place of Birth:

Include city and state or country

6. Driver's License #:

7. State Issuing License:

8. Issue Date:

____/____/____
Month Day Year

9. Expiration Date:

____/____/____
Month Day Year

10. Mailing Address:

11. Home Phone:

____ - ____ - ____
Area Code

12. Cell Phone:

____ - ____ - ____
Area Code

13. Email:

14. Alternate Email:

Certifications and Acknowledgements

I certify that, to the best of my knowledge and belief, all the information I have provided on this supplemental form is true, correct, complete and made in good faith. I understand that a false or fraudulent answer to any question of item on any part of this form may be grounds for not hiring me, or for firing me after I begin work. By signing below, I acknowledge and understand that this form will be used to perform applicable background checks, criminal and financial history reviews and drug tests.

Applicant Signature: _____

Date: _____