

JOB POSTING: *Administrative and Financial Assistant*

First Baptist Church of Grapeland, Texas, is seeking a servant-hearted **Administrative and Financial Assistant** to join our ministry team. This role requires compassion, commitment, strong character, and the ability to maintain strict confidentiality. Candidates must be born-again believers in Jesus Christ and active members of a local church. (Preference will be given to applicants who are not current members of FBC Grapeland.)

JOB DESCRIPTION:

Role: Provide support to the Pastor, Church Staff, Deacon Body and Congregation through a wide range of administrative duties and financial responsibilities.

Duties, include but not limited to:

- Answer phone calls, greet visitors, and manage correspondence
- Maintain church records (digital and paper)
- Enter and manage financial data using accounting software
- Handle accounts payable and payroll processing
- Serve as primary purchasing agent
- Coordinate church activities and assist with scheduling

EDUCATION and EXPERIENCE:

- Proficiency with current technology and office software
- Prior administrative experience preferred
- Experience in accounting, finance, payroll, banking or tax work preferred
- Degree in a finance-related field a plus
- Strong organizational, written, and interpersonal communication skills
- Ability to adapt and work effectively with staff and church members
- Must successfully pass a credit check, background check, and drug screening

SALARY and BENEFITS:

- **Part-time position:** Proposed hours are Monday–Thursday, 9:00 a.m.–4:00 p.m. (Some flexibility required depending on workload)
- **Hourly wage:** \$20
- Paid vacation and sick leave provided

How to Apply

Please send your resume to: JoinOurTeamFBCG@gmail.com

Application deadline: October 15, 2025