**Job Title:** CDC Financial Secretary Assistant

**Department:** Child Development Center – RBC

**Status:** Part-Time, Non-exempt Hourly

**Position Summary:** The Financial Secretary Assistant is responsible for keeping the CDC general ledger and financial reports and will prepare related forms as necessary. In addition, prepare checks, pay bills; manage all other CDC financial accounts in accordance with legal, ethical and biblical standard.

**RESPONSIBILITIES/DUTIES**

* Compute all CDC employee timesheets and process routine payroll into ADP. Ensure all checks are printed, federal and state tax deposits, and quarterly and yearly federal and state returns are prepared.
* Prepare W-2 forms for CDC employees and 1099 forms for independent contractors within allowable timelines.
* Prepare, analyze and reconcile monthly financials for the CDC.
* Maintain financial records for CDC
* Monitor delinquent accounts for CDC
* Assist with CDC audits
* Reconcile all bank accounts for the CDC
* Prepare year-end tax statements for CDC parents
* Prepare 990 Report
* Provide Financial analysis and budget projections relating to the CDC
* Ensure W9’s are completed by contractors
* Ensure all CDC bills are paid
* Attend CDC Board meetings, Joint Review and Church Conference
* Back up RBC Financial Secretary on processing payroll, on-line bill pay, print and disburse checks, processing contributions in ACS when on vacation.

**Required Education/Work experience**

* High school Diploma /Finance Certificate
* Or a minimum of two years direct financial and administrative experience

**Required Skills and Abilities**

* Strong computer skills, word processing, and excel spreadsheet
* Ability to prioritize and manage workload and deadlines
* Ability to communicate (verbal and written) effectively and appropriately with others
* Strong problem solving skills
* Ability to use basic office equipment, including fax machine, copier, computer, phone, printers, etc.

**Work Environment**

* This position operates in a professional office environment

**Physical Demands**

* This role would require the ability to lift files, bend, and stand on occasion.

**Hours of Operations**

* Flexible work schedule

**Ways to Apply**

* Indeed.com search for “CDC Financial Secretary Assistant”
* Send resume to [financesecretary@rehoboth-baptist.com](mailto:financesecretary@rehoboth-baptist.com) or mail it to:

Rehoboth Baptist Church

4646 Hard Scrabble Road

Columbia, SC 29229

Attn: Financial Secretary

Send all questions regarding this position to financesecretary@rehoboth-baptist.com.