



# FBCSH

FIRST BAPTIST CHURCH SOUTH HILL

## FULL-TIME ACCOUNTANT

### POSITION DESCRIPTION

**First Baptist Church South Hill**  
3633 Galberry Rd. | Chesapeake, VA 23323  
Rev. Reginald Wise, Senior Pastor  
[www.fbcsouthhill.com](http://www.fbcsouthhill.com)





# ABOUT US

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First Baptist Church South Hill (FBCSH) is a vibrant, multigenerational church committed to leading people to a growing relationship with Jesus Christ through worship, discipleship, evangelism, service, and community.

Rooted in our African American Baptist heritage, we are passionate about reaching people inside and outside the walls of the church and developing fully devoted followers of Christ.

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# ABOUT THE POSITION

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First Baptist Church South Hill is seeking an experienced Accountant to support the financial health, accountability, and ministry excellence of the church.

The Accountant oversees daily and monthly financial operations, including accounts payable, contributions, payroll, reconciliations, financial statements, and compliance. This role requires strong attention to detail, confidentiality, and the ability to support ministry leaders with accurate and timely reporting.

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# QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business

## Administration

- Minimum 3+ years professional accounting or bookkeeping experience
  - Experience with payroll processing and tax compliance
  - Proficient in Microsoft Office Suite
  - Strong Excel skills (formulas, pivot tables, VLOOKUP or XLOOKUP)
  - Knowledge of GAAP and nonprofit accounting preferred
  - Excellent accuracy, organization, and communication skills
  - High integrity, confidentiality, and professionalism
  - Active and growing Christian faith; alignment with church values
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# GENERAL EXPECTATIONS

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- Demonstrates a strong and growing personal relationship with Jesus Christ.
  - Upholds FBCSH's mission, vision, and values.
  - Exhibits professionalism, integrity, and a spirit of service.
  - Maintains confidentiality at all times.
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# COMPENSATION & BENEFITS

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- Medical, dental, and vision insurance
  - Retirement plan with church contributions
  - Work technology provided (e.g., laptop)
  - Paid time off, holidays, and sick leave
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# KEY RESPONSIBILITIES

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- Manage Accounts Payable & vendor documentation
  - Process and reconcile contributions & deposits
  - Reconcile bank accounts and general ledger accounts monthly
  - Support budgeting, forecasting, and cash flow to keep our operations moving smoothly
  - Prepare monthly financial statements and variance analysis
  - Process payroll & payroll tax filings
  - Monitor ministry budgets and support department leaders
  - Maintain fixed asset and depreciation records
  - Assist with year-end closing & audit preparation
  - Maintain strict confidentiality of church financial data
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# CORE TEAM VALUES

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The Accountant is expected to embody and model these values in life and ministry:

**Die to Self** – God’s will, God’s way, not ours. (Matthew 16:24)

**Integrity** – We walk our talk. (2 Corinthians 8:21)

**Servant Leadership** – We lead by serving, not commanding. (Matthew 20:26)

**Compassion** – We see something, feel something, and do something. (Matthew 14:14)

**Innovation** – We don’t react to the future—we create it. (Exodus 31:1–4)

**Passion** – We go for the lost at all cost. (Luke 19:10)

**Love** – We love God, we love our families, and we love people. (Matthew 22:37–39)

**Excellence** – We give God nothing less than our very best. (Daniel 6:3)

**Sower** – We put our money where our ministry is. (Matthew 6:21)

**Honor** – We value people over programs. (1 Peter 2:17)

**Impact** – We work to make a difference, not just a living. (Acts 17:6)

**Prayer** – We pray about everything before we attempt anything. (1 Thessalonians 5:17)

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