



FIRST BAPTIST CHURCH OF GLENARDEN
JOB PROFILE:
ACCOUNTANT



**CONNECTED.
RESULTS-DRIVEN.
BEST IN CLASS.**



THE FBCG STORY

In 1917, Mr. and Mrs. Robert Warren planted a seed: a humble, at-home Bible study. Fast forward 100 years and that kernel of faith has grown to become the internationally renowned First Baptist Church of Glenarden International! God has done great things at First Baptist Church for over 100 years.

The history of First Baptist is one filled with faithful men and women of God who helped build their community and stood tall for Christ during the Civil Rights movement. To this present day, FBCG is committed to spreading the gospel of Christ and making a positive impact in our culture.

On January 14th, God called Pastor John Jenkins, a true son of this church, came back to FBCG to become its Senior Pastor. Under his faithful and humble leadership, FBCG began to reach hundreds and then thousands of souls for Christ.

Through Pastor John's leadership, an incredible ministry began to as the unique pouring out of God's Spirit began to overflow. As a result, in 1996, FBCG founded SHABACH! Ministries, its community service arm, empowers and educates the next generation of young people in the community.

Worship services and special events are viewed online in more than 20 countries. FBCG also has high-level classes through its Bible Institutes and has a strategic partnership with Denver Seminary.

FBCG is blessed to have some of the best Bible teachers and musicians come to minister in their church. Dr.Tony Evans, Bishop TD Jakes, Kirk Franklin, CeCe Winans, and many more great men and women of God come to FBCG as guest ministers.

FBCG is committed to making “dynamic disciples” and makes teaching the word of God a priority by having many options to grow as a follower of Jesus through the Bible Institute.

During the COVID pandemic, FBCG experienced unprecedented growth worldwide through its online ministry. Over 60,000 people all over the world now call FBCG their church home. You never know what to expect at FBCG!

FBCG CHURCH VISION STATEMENT

**Developing Dynamic Disciples through Discipleship,
Discipline and Duplication**

FBCG CHURCH VALUE STATEMENTS

S - Seek God First

Matthew 6:33

We commit to seek God first for direction in every decision, whether great or small.

E - Evangelism

Matthew 28:19

Because it is God’s desire that no one should perish, we are equipped to share the love of Christ wherever and whenever, with anyone, out of gratitude for God sparing us from eternal damnation.

E - Excellence

Daniel 5:14, 6:3

We strive to give God our very best! Diligence, responsibility and faithfulness are essential ingredients to succeed in anything God has tasked us to do, as demonstrated by Daniel.

FBCG CHURCH VALUE STATEMENTS

H - Honor/Humility

Romans 12:10

Esteeming others higher than ourselves, regardless of their title, position or status, is our priority because everyone was created in the image of God.

I - Integrity

Job 31:6

Honesty is demonstrated by doing what we commit to do.

M - Mentoring

2 Timothy 2:2

God has given everyone a purpose, and we commit to impart in others lessons learned to help them fulfill their destiny.

Why work at FBCG?

Pastor John and his team have created a phenomenal ministry culture. For those who come onto the FBC team you will discover:

1. A ministry team that is authentic.
2. A ministry team that honors Christ together
3. A ministry where there is freedom from micromanagement.
4. A ministry where you will be developed to be the best version of your God-given self.
5. A ministry team where you work with some of the best ministry talent in the U.S.

Turnover at FBC is very low.

Why? Because it is a fantastic place to be.



JOB SUMMARY

The First Baptist Church of Glenarden has a need for a dynamic full-time accountant to support the Finance department. Primary duties include bank reconciliation, general ledger reporting, credit card reconciliation, accounts payable and report generating. In addition, the incumbent will provide research and assistance in the completion of special projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform bank reconciliations, disbursements and balancing deposits.
- Prepare payroll administration and financial report preparation.
- Perform accounts receivable and accounts payable functions.
- Reconcile and maintain balance sheet accounts.
- Prepare journal entries and maintain general ledger.
- Prepare accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.
- Maintain and process vendor payments thru the Automated Account Payable System
- Assist with preparation of monthly financial reports.
- Assist in budgets and financial forecasts.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures.
- Maintain related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments.
- Improve the workflow within the Finance Office and thus improve the overall efficiency.
- Provide needed backup for three key positions within the office.
- Assist with special projects assigned to department.
- Provide status reports to members in chain of command.

IS FBCG FOR YOU?

- Do you like to function in a fast-paced, high energy environment?
- Do you have strong written and verbal communication and analytical skills?
- Are you detailed oriented with a working knowledge of basic filing, record keeping and bookkeeping and accounting systems?
- Are you good at multi-tasking?
- Are you a technology ninja?
- Do you stay organized and on top of your work?

If this sounds like the perfect fit, reach out to the Group ONE39 team today!

GOD IS STILL DOING A
new
Thing!



CANDIDATE PROFILE

- 3 H's are a MUST...hungry, humble, & hustle
 - Highly motivated initiator & self-starter
 - Think fast & act quick
 - If you have to ask what emotional intelligence is, NEXT!
 - Drama free, please!
 - Have fun, laugh, and walk in joy
 - Flexible, driven, goal-oriented and gets it done early
-



WASHINGTON D.C. METRO AREA

The Washington D.C. metropolitan area (also known as the National Capital Region and colloquially as the DMV for "D.C., Maryland, Virginia") is the metropolitan area centered on Washington, D.C., the capital of the United States. The area includes all of the federal district and parts of the U.S. states of Maryland, Virginia and West Virginia. It is part of the larger Baltimore-Washington metropolitan area.

The Washington D.C. metropolitan area is one of the most educated and most affluent metropolitan areas in the US. Attractions abound in the area, offering a range of activities. Washington D.C. offers national monuments and museums like the world-famous Smithsonian; Baltimore attracts visitors to its Inner Harbor area with the National Aquarium and is the home of Under Armour; while Northern Virginia offers a blend of Civil War history and wineries with a growing business climate.

The Washington Metro allows for easy access to and around our nation's capital and surrounding areas. Six lines run throughout the day from more than 90 stations in the DMV. We have three major airports (Baltimore-Washington International, Dulles International and Reagan National).

We love what we do!

Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.

Our vision is transformation & our mission is

Transforming people + organizations

Values



Fun

We will laugh hard & often.



Generosity

We will give & not take.



Integrity

We will be the same in public & private.



Team

We are better together.



Simple

Complexity is the enemy of growth.