

## JOB DESCRIPTION



### **Position: Financial Secretary**

**Reports to: Pastor/Staff Lead, Treasurer**

**Salaried \$28/hour – 21 hours/week – Benefits Available**

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The Financial Secretary receives and directs monies received by the congregation. He or she maintains the church's bank accounts, prepares monthly financial reports, submits payroll, pays bills, maintains contribution records of the congregation, and maintains employee records. This position also assists the Property Team in managing the Parking Lot agreements and supports office staff as pertains to the role.

### **Responsibilities include:**

- Prepare weekly income and worship offerings for deposit
- Enter contributions into accounting software and donor software
- Enter deposits in the accounting system
- Post journal entries as necessary
- Prepare/make payment for all bills in a timely manner, seeking approval if necessary
- Prepare semi-annual and annual contribution statements
- Prepare payroll submission for processing; payroll is bi-weekly and monthly (time sheets)
- Maintain employee records and payroll information, obtaining required forms for new employees
- Compute/maintain/input employee benefits
- Prepare any data for Workman's Compensation audit
- Reconcile banking accounts at least monthly and share with Finance Team
- Coordinate, with the Finance Team, a draft Annual Budget
- Maintain itemized list of memorial contributions
- Maintain itemized list of bills paid
- Prepare financial statements for monthly Council meeting
- Maintain spreadsheets for any miscellaneous funds, tracking breakdowns as necessary for 12<sup>th</sup> Night Festival, Memorials, exchange accounts, etc.
- Send IRS-qualified letters for record of contribution for specialized giving or special gifts over \$250
- Assist the Finance and other ministry teams to share Stewardship needs as requested
- Log new members in the database and accounting software, assigning contribution numbers and envelopes as necessary
- Assist staff in answering phones and doors as requested
- Interface with IT company as necessary
- Assist the Property Team in monitoring the parking lot agreements and tenants
- Prepare monthly parking tags for employees and contract parking customers; order tags from printer when needed
- Oversee Neighborhood House checking account; track all expenses between Neighborhood House and Christ Lutheran accounts
- Other duties as requested by the church

### **Qualifications:**

- Associates or Bachelor degree
- Minimum of 5 years of financial management experience
- Competence in financial software programs
- Strong computer skills including Microsoft Office, and ability to work independently
- Proven ability to meet deadlines and maintain confidentiality
- Clear criminal and child background checks (completed by Christ Lutheran if not presented)

**Compensation/Benefits:**

- \$28/hour, salaried, bi-weekly
- 21 total hours/week with 12 published hours; remaining 9 hours flexible
- Benefits through Portico via Christ Lutheran payroll
- 2 weeks vacation after 6 months; 3 weeks vacation after 2 years