

**POSITION DESCRIPTION: FINANCIAL SECRETARY (Part-Time Nonexempt)**

**PURPOSE:** To maintain the financial records of the Church.

**ACCOUNTABILITY:** The Financial Secretary reports to the Pastor/Head of Staff.

**WORK WEEK:** This position is for from 12 to 17 hours per week.

**BENEFITS:** The Financial Secretary will be paid an hourly rate for from 12 to 17 hours per week. A time sheet will be recorded by the Financial Secretary, signed by the supervisor, and turned in to the Financial Secretary weekly. Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

**RESPONSIBILITIES:**

1. Complete monthly financial transactions, reconcile accounts and bank statements, and prepare financial statements and reports.
2. Assist Monday tellers by researching questions. Pick up and deposit receipts at bank when necessary. Summarize and enter data for cash receipts, including petty cash, in accounting records.
3. Call or fax biweekly payroll to payroll service and transfer funds. Maintain payroll records as prepared by payroll service. Enter monthly transactions in accounting records. Prepare semiannual Workers Compensation return.
4. Sort incoming mail related to financial matters. Research and bill outside parties. Write checks from approved vouchers, and prepare disbursements for mission receipts.
5. Prepare monthly 403B payments. Prepare monthly and quarterly per capita and mission giving which are budgeted but not invoiced. Research payments when required.
6. Acknowledge gifts of property and stock. Maintain property records. Acknowledge memorial gifts received.
7. Complete and distribute the monthly Southminster Foundation report. Distribute monthly report of activity of the Food Pantry.
8. Provide the Treasurer, the Finance Committee, Church councils, and staff with reports and projects as requested.
9. With the Treasurer and with appropriate Administration Council members, document, update, and maintain the Church finance and accounting policies and procedures.
10. Perform other duties as assigned.

**POSITION REQUIREMENTS:**

- Possess skills in using Word, Excel, and financial databases.

- Be able to work effectively with staff and with lay leadership.

**RELATIONSHIPS:** The Financial Secretary is a member of the support staff, relates to other members of the staff, and works closely with lay leadership as well as to the Treasurer and to the Chair of the Administration Council.

**EVALUATION:** Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff, with participation by the Treasurer and by a member of the Personnel Committee.

**APPROVED:** March 26, 2008

**SIGNED BY INCUMBENT:**

\_\_\_\_\_ Date: \_\_\_\_\_