

[Church Name]
Financial Ministry Assistant Job Description

Job Title: Financial Ministry Assistant

Reports To: Church Accountant

Position Status: Full-Time/Part Time

Purpose:

The Financial Secretary is responsible for maintaining the church financial records and preparing financial reports.

Responsibilities:

- Receive, count and deposit all church offerings.
- Post receipts and disbursements of all accounts according to financial system.
- Post the weekly offerings to individual accounts.
- Reconcile the bank statement monthly.
- Prepare monthly and annual financial reports for finance committee, deacons and church business meetings.
- Prepare quarterly and annual government reports.
- Check and total all invoices when approved; inform the responsible persons of their budget expenditure.
- Receive and answer questions about financial matters.
- Maintain a file of invoices, correspondence and reports.
- Prepare and issue checks to staff members, designations and organizations in accordance with approved church policy.
- Mail pledge cards, stewardship letters and envelopes to new members.
- Assist in planning and promoting the annual stewardship campaign.
- Perform other task as requested.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Financial Ministry Assistant]

Date

Revised: _____