

Financial Secretary

Job Description



Job Title: Financial Secretary

Reports To: Financial Management Team

Position Status: Full-Time

Purpose

Receive, record and deposit all funds taken into the church treasury, and forward information to the Church Treasurer for use in support of the mission and ministry of the congregation.

Job Responsibilities and Duties

The general responsibilities include:

1. Work according to the policies and procedures established by the Trustee Board or Financial Management Committee/Team.
2. Receive, record and receipt funds from all sources and report them to the Church Treasurer, Trustee Board or Financial Management Committee/Team.
3. Receive offerings collected during worship services and count them at the conclusion of the services, ensuring more than one person is involved collecting and counting the offerings.
4. Ensure funds are deposited in a bank as soon as possible after they are received. Deposits should be made within three days of receipt.
5. Establish a procedure to collect and record funds received other than through regular offerings, including funds received the mail or electronically.
6. Produce individual charitable gift report summaries of all donations received during a calendar year and mail within two weeks of the end of that year. (Churches may choose to produce individual reports quarterly.)
7. Report regularly to the Trustee Board or Financial Management Committee/Team regarding total funds pledged and actually received for the year.
8. Report to the congregation at Annual Meeting regarding total funds pledged (if appropriate) and actually received for the year.
9. Inform and encourage regular, systematic giving by congregation through providing information regarding electronic giving.
10. Maintain confidentiality of all financial information pertaining to receiving, recording and depositing of funds.

Specific Ministry Responsibilities:

Financial Secretary:

Accountable to the Trustee Board or Financial Management Committee/Team, the Administrative Board/Council/Leadership Team and the congregation at scheduled meetings.

Employee

Date