

Ascension Lutheran Church Financial Secretary Job Description

Reports to: The Financial Committee and Chair.

Classification: 0.05 - 0.1 FTE (2-4 hours per week to begin with); Part-Time Employee without Benefits (Personnel Manual: - Section 3.9.1)*

Position Summary: The principal role of the Financial Secretary is to oversee and account for all incoming funds to the Congregation.

Major Responsibilities:

Weekly

- Work on site at Ascension Lutheran Church.
- Work with Counting Committee Chair to train and monitor the “Counting Committee” to assure accurate, timely, and confidential recording offering income and donations.
- Provide “counters” all the necessary materials needed for their task.
- Record all church offerings and donations as reported by the designated counters.
- Provide the Finance Chair and Bookkeeper with the necessary weekly reports for general fund income, in addition to any other designated and dedicated funds.
- Update membership records based on information contained in the weekly giving records, in coordination with the Church Office Manager.

Monthly

- Prepare and submit a monthly Accounts Receivable reports to the Bookkeeper and Finance Chair. The Bookkeeper will forward the income report with the other monthly financial reports to Treasurer, Church Council, plus other staff and chairs upon requests.
- Notify committee chairs, staff, and council of any designated funds received during the month.
- Prepare and submit an Expense Voucher to the bookkeeper for any designated funds that are to be distributed out of the General Fund Key checking account and transferred to our Designated Funds account with Mission Investment.
- Reconcile income reports to Servant Keeper and all bank statements.
- Attend Finance Committee meetings when requested.

Quarterly

- Prepare and email quarterly statements to donors in April, July, and October; showing their quarterly contributions to date. Provide and mail printed statements as requested.
- Answer all inquiries in regards to the quarterly statements.

Yearly

- Assist in completing the financial questions pertaining to income and donations on the annual Synod Report.
- Assist and support the annual stewardship campaign, and collating historical donation information.
- On Consecration Sunday, compile data and provide Finance Chair and Stewardship chair with general Estimate of Giving details.
- Submit an annual report to the Finance Chair, Treasurer, Council, and Congregation.
- Issue annual Giving statements to donors by January 31st of each year.
- Order and distribute offering envelopes for the next calendar year.
- Update the Financial Secretary Task list/calendar, procedures/protocol, and how to documents.

As requested

- Assist the Annual Financial Review Committee or an auditor(s) in locating any pertinent documentation necessary for performing a financial review.
- Compile and provide financial data, for the Church Council, the Finance Committee, Stewardship Committees, and others authorized by the Church Council.
- Provide a qualified approved substitute when absent from the job.

Required Skills and Qualifications:

- Must have a high school diploma or equivalent and prefer some college course work preferably in math, business, or bookkeeping.
- Have strong organizational, time management, and communication skills.
- Be able to work independently as well as a member of a team.
- Understand basic math as well as bookkeeping/accounting procedures especially for accounts receivable and the audit process.
- Must have a strong ability to work with numbers and to analyze data.
- Expertise in Microsoft Office, including Word and Excel to create and maintain documents, spreadsheets, and database. Plus have the ability to transfer computers skills and quickly learn additional software programs. It would also be advantageous to have knowledge of basic financial accounting software programs.
- Can accurately keep detailed records and create financial reports.
- Be able to maintain appropriate discretion along with the ability to handle sensitive and confidential information.
- Ability to relate to congregational leaders, staff, members, and visitors in a consistent, inviting, and friendly manner.

My signature below acknowledges receipt of this job description and understanding of the expectations set forth. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. It is intended to describe the general nature of this job and the level of work to be performed.

Printed Name

Signature

Date: _____