

Church Financial Secretary

The church financial secretary is an essential element in the smooth functioning of our church. She/He works in the church office, handles the financial responsibilities of the church, and provides a wide range of support to the pastor and other staff. While working at the church, She/He can often be the first person visitors and newcomers come across, whether by phone or in person. Therefore they are an important part of the church's public image. Discretion, a positive attitude, strong problem-solving abilities, and excellent interpersonal skills are critical qualifications for anyone occupying this position.

Church:

- Working Hours 9:00 a.m. to 3:00 p.m. Monday **and** Friday (**approx 12 hours/week**)
- Working knowledge of Excel
- Working knowledge of Quickbooks Recommended (Not required)
- Assist in counting Sunday's offering
- Record all deposits from offering and summary sheet into QB according to the treasurer's direction.
- Prepare bills for treasurer approval.
- Process payment for approved bills and print checks, attaching invoices to signers for review.
- Create invoices and record payments for any and all building rentals.
- Keep track of items (retreat reservations, flowers, tickets, etc) to be paid by members and record when they have made those payments. Advise treasurer of outstanding debts concerning these items.
- Answer the phone, door, etc while in the office on Monday and Friday.
- (Fridays) assist the pastor with outside communications so as to best allow sermon preparation.

Preschool:

- Process and record all preschool payments, printing reports and advising the preschool director of unpaid invoices.
- Record any necessary credit memos for scholarships issued. Prepare invoices for the preschool students.

Compensation:

- Average 12 hours per week, beginning salary \$6,240.00 (equivalent of \$10/hour)
- The first three months shall be considered a probationary period. At the end of the first three months there will be a review, with another at 6 months and 12 months; annually thereafter, conducted by the Pastor and the Elder/chair of the personnel committee.
- Unpaid vacation to be negotiated with the Pastor/head of staff.