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## - FINANCIAL SECRETARY POSITION -

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### **SKILLS NEEDED FOR FINANCIAL SECRETARY POSITION:**

...**Computer skills** are required to input weekly offerings, run various listings, reports, and annual statements.

...**Accounting skills** are necessary to analyze overall job and ensure methods used are approved by auditors.

...**People skills** are necessary when resolving questions regarding pledges and contributions. **Timely answers to concerns are required.**

...**Other desired traits:** trustworthy, conscientious, dependable, and confidentiality of personal financial information.

### **TERMS OF EMPLOYMENT:**

As a corporate officer of the church, election is made annually by the Congregational Council.

### **HOURS OF EMPLOYMENT:**

Flexible hours needed to complete job responsibilities.

### **COMPENSATION:**

Stipend fixed by congregation on an annual basis.

### **RESPONSIBILITIES:**

1. Receive and record all income [rentals, designated gifts, Sunday and Vacation Bible School, etc.]
2. Prepare weekly financial statement and post those receipts to permanent record. [Include church attendance]
3. Properly deposit all monies in bank accounts.
4. Prepare and distribute statements for all church members as directed by the Congregational Council [to be done at least annually].
5. Arrange for envelope distribution to all members.
6. Order envelopes, financial statements, and other various financial materials.
7. Perform statistical analysis for finance and stewardship purposes.
8. Submit weekly income statistics to Treasurer for inclusion in monthly reports to Congregational Council and yearly reports to congregation.
9. Serve on the Finance and Executive Committees as voting member and as a support person to the Stewardship Committee.

### **ACCOUNTABILITY:**

To the Congregational Council through the Finance Committee chairperson.

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**- J O B   D E S C R I P T I O N -**

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**... D U T I E S ...****WEEKLY:****SUNDAY:**

- ...Collect all offerings following the worship service and Sunday school.
- ...Count money received and record on weekly financial statement noting amounts for early and late services.
- ...Count and record all money received during coffee hour, gym rental, soda machine money, etc.
- ...Check boxes located in back of church after each service for envelopes that have been deposited.
- ...Check boxes for publications money.
- ...Arrange all regular offering envelopes in numerical order by hundreds to facilitate efficient use of time when money is counted on following day.
- ...Post attendance for church services and Sunday school to weekly statement for record keeping.
- ...Arrange all special offering envelopes in categories and list manually on weekly statement.
- ...With assistance of several volunteers, all monies are counted and tied into weekly statistical statement.
- ...Monies are properly packaged and deposit slip is prepared.
- ...Money is then delivered immediately to Bank Night Deposit.
- ...Special envelopes are interfiled with regular weekly envelopes for posting to member's statement. When payment is made, it is so noted on statement.

**MONTHLY AND QUARTERLY:**

- ...Weekly envelopes are interfiled on a monthly basis for convenience when verification of figures is required by a member after statements are mailed.
- ...All name and address changes are made to file. Transfer of members, new members, deaths, etc. are all brought up to date before mailings of statements.
- ...At the end of each quarter, statements are totaled and balance due noted. Major distribution is by mail with statements being sorted by families and single status. Individual distribution is done for staff, Congregational Council and Sunday school personnel.
- ...New members are assigned envelope numbers and receive envelopes on day they join St. Peter's.
- ...Update St. Peter's membership file and envelope company's membership file when members are added or deleted and also process change of address notices when received.



**YEARLY:**

- ...**Order** church envelopes, financial statements, and mailing envelopes, at proper times of the year.
- ...**Prepare statements** for new year by using computer. Carry forward any balance due amounts from previous year's statements. Post new year's pledge [Estimate of Giving] and note if individual is in single or multi-family category for mailing purposes. This is done to save postage by grouping the statements from one family and mailing in one envelope. Signature of financial secretary is also required on all statements.
- ...**Pledges** [Estimate of Givings] are given to Financial Secretary after which they are filed in numeric envelope number. They are then posted to spread sheet showing weekly, monthly, or yearly pledge [Estimate of Giving]. Yearly total is then computed for each member and then extended to show number of people who pledge, no pledge, or no response and yearly combined total is calculated and reported to pastors and Finance chairperson. This report is updated as needed until all pledges [Estimates of Giving] are received.
- ...**Special Reports** are requested at various times of the year by pastors, Evangelism Committee and Stewardship Committee for Synod statistics, Evangelism follow-up of active/inactive members and Stewardship campaign results. This report shows various forms of contribution.
- ...**Retention of Records** should be in accordance with the latest version of "Advice on Retention of Active Records in Congregation" [by the the Office of the Secretary of the E.L.C.A.] [See copy attached].