

FINANCIAL SECRETARY/BOOKKEEPER

The financial secretary/bookkeeper is responsible for keeping the church's general ledger and financial records and will prepare related forms and reports as necessary, in addition to preparing all checks for the treasurer to sign. This person will help ensure that the church's finances are in accord with legal, ethical and biblical standards.

Ministry Area/Department	Stewardship
Position	Financial secretary/bookkeeper
Accountable To	Executive pastor
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Some accounting education and background • Good with figures • Discreet • Excellent organizational skills
Best Personality Traits	Dependable-analyst • Detail oriented
Passion For	Good stewardship • Accuracy
Length of Service Commitment	Indefinite

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** one hour a month or as needed

RESPONSIBILITIES/DUTIES

1. Keep accurate records of member contributions and prepare year-end summaries for each member for tax and individual review purposes.
2. Keep accurate records of all church income through tithes, offerings and special gifts, and compare to budget estimates.
3. Keep accurate records of all church expenditures and compare to budget allowances.
4. Inform executive pastor if expenditures exceed budget allowances.
5. Prepare financial reports for the executive pastor and church business meetings.
6. Prepare any required reports or forms for the auditor, IRS or other offices of accountability.
7. Be available at church business meetings to answer any questions related to church finances.
8. Prepare weekly payroll checks and related tax records/payments.
9. Prepare checks for monthly church expenses and obligations.
10. Prepare checks for contributions to missions work and other special endeavors.
11. Prepare reimbursement checks upon approval of treasurer.
12. Reconcile and balance church checking accounts.
13. Prepare and distribute W-2 and 1099 forms at the end of the year.