

JOB DESCRIPTION FOR THE POSITION OF FINANCIAL SECRETARY
FOR REDEEMER LUTHERAN CHURCH

The Financial Secretary is a part-time salaried employee of the church.

Qualifications:

1. Ability to maintain confidentiality.
2. Excellent interpersonal and communication skills.
3. Knowledge of financial reports and general accounting practices.
4. Excellent organizational skills.
5. Proficient in spreadsheet programs (e.g., Microsoft Excel) and a willingness to learn church financial management software.
6. Enthusiastic and possesses a positive outlook toward others.

Authorities:

The Financial Secretary reports to the Stewardship and Parish Administration Committee, and works closely with the Church Treasurer and Parish Secretary. All personnel matters regarding the Financial Secretary position will be the responsibility of the Mutual Ministry Committee.

Responsibilities:

1. Keep all personal, financial, and church information learned or obtained while employed in strictest confidence.
2. With at least two assistants, count money weekly, and distribute into correct accounts for weekly preparation of counter's report.
3. Prepare weekly counter's report.
4. Deposit offerings in bank.
5. Summarize weekly counter's report into monthly counter's report.
6. With assistance from Parish Secretary, prepare annual contribution statements, and mail to each congregation member.
7. With assistance from Parish Secretary, input pledge data into church Shepherd's Staff software for budget preparation.

Created: November 14, 2019

Revised: December 1, 2020