

TUPC Church Secretary/Financial Secretary Job Description

Job Description and Duties for the newly created position of Financial Secretary:

Pay bills, ordinarily 2x per month

Print payroll checks 2x a month

Print reimbursement checks to church members (as approved by committee chairs)

Post pledges to giving record software

Reconcile monthly bank statements

Print charitable giving receipts, acknowledgements, and giving statements

Print financial statements for committees and Session (including balance sheet, P&L. etc.)

File quarterly reports to the IRS

Duties of the Church Secretary (as listed in the Office Operations Manual)

Daily—Distribution of mail; email; filing; telephone; facilitating church communications (including mailings, website, social media, flyers, brochures, committee announcements and events, etc.)

Weekly—order flowers if needed; prepare prayer list/prayer chain; prepare weekly bulletin; update computerized sign; update information received from connection cards; updating church website and social media

Monthly—order supplies as needed; prepare Session notebooks; update church master calendars

Annually—copy Session Minutes for audit; prepare Annual Report; update Directory; update Operations Manual; update Team lists

Additional Duties—assist Pastor; funerals; create, prepare, and print forms; Membership Packet; Requests from Teams—special events

Accountability—day to day is accountable to the Pastor. Works closely with Church Treasurer, Finance Committee chair, and the Session.

Confidentiality—strictest confidentiality is expected regarding everything pertaining to church finances, individual giving, and sensitive church member information.

Computer and Software—become familiar and proficient with Microsoft Office and Power Church