

**JOB DESCRIPTION**  
**Financial Secretary**  
**Presbytery of Lake Huron**

**Purpose:**

1. To record and report financial affairs for the Presbytery
2. To provide administrative support to the Trustees and the Coordinating Team
3. To serve as the principal financial resource person for the Presbytery

**Accountability:**

The Financial Secretary is responsible to the Executive Presbyter and the Personnel Team.

**Specific Duties and Responsibilities:**

**Financial Management:**

1. Oversees and manages the accounting system, including the general ledger accounts, cash receipts, payroll, quarterly payroll tax reports, cash management, bank reconciliations, accounts payable, and committee budgets. Prepares all periodic financial reports for Presbytery and committees as needed.
2. Prepares a comprehensive annual financial report to Presbytery and quarterly financial information for presbytery meetings.
3. Arranges, prepares and interfaces with the annual financial review and arranges for a full audit of Presbytery financial records every three years.
4. In coordination with the Stated Clerk's office, provides pertinent documents for church files that pertain to loans, mortgages, property sales or purchases.
5. Manages denominational mission donations on behalf of the churches by processing pledge forms, and receiving, recording and providing records of distribution to local church treasurers. Transmits funds to Synod and General Assembly on a monthly basis.
6. Monitors payment of per capita apportionments and basic mission commitments from churches, and notifies churches periodically of unpaid balances.
7. Works cooperatively with the Board of Trustees to identify changes in checking, savings, investment accounts, and notes receivable so as to optimize return commensurate with the Presbytery's cash flow needs, mission responsibility, and values.
8. Assists the Treasurer of the corporation of the Presbytery as needed.

**Administrative:**

1. Secures adequate insurance coverage for personnel and property of the presbytery.
2. Provides for timely filing of legal documents as may be required by ecclesiastical or civil law.
3. In coordination with the Commission on Ministry and Executive Presbyter, serves as a resource person for clergy and churches on issues such as tax information, salary comparisons, budget data and impending changes in the denominational system that affect church finances.

4. In coordination with the Executive Presbyter and the Administrative Assistant, provides administrative support to the Coordinating Team and the Board of Trustees. This support may include the preparation and distribution of the agenda, organization of meeting materials and any necessary follow-up.
5. Assists the Personnel Team and Head of Staff in the performance of human resource management, including ensuring that all employee information is properly communicated to any new staff members and ensures that appropriate documentation is provided, returned and filed.
6. Administers the Presbytery medical benefits cafeteria plan which includes notifying annually all employees of the election period, collecting responses, and keeping records for those in the plan.
7. Notifies the Board of Pensions of salary changes, terminations and new hires as required.

Other financial and office duties as assigned.

**Evaluation:**

There shall be a performance review of the Acting Financial Secretary by the General Presbyter and the Personnel Team in accordance with established Personnel policies.

**Qualifications:**

1. Accounting and budgeting knowledge
2. Bookkeeping skills
3. Demonstrable Christian faith compatible with the Presbyterian Church (U.S.A.)
4. Computer proficiency in accounting software programs and spreadsheets
5. Proficiency in word processing programs
6. Must be bondable, have good credit, have no felony convictions and willingly submit to background checks to verify the above.

**Status:** Part-time (up to 16 hours/week), temporary, non-exempt