

Dido Financial Secretary

Result Expected

An effective financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner. The financial secretary works with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of the congregation.

Time Commitment: 2-5 hours per week (Most of the time it will take no more than 2 hours per week)

Approximate wage: Volunteer Position

Reports to: Pastor for immediate supervision

Activities to Be Performed

- Works according to the guidelines established by the committee on finance to receive funds from whatever source (including through the mail and by electronic deposit), record them using financial software, and report them to the pastor and committee on finance at Administrative Board meetings.
- Arrange for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money.
- Collaborates with the finance committee to establish procedures for collecting and recording all money received through the regular offering, through the mail, and by electronic deposit.
- Deposits cash and checks in the bank as soon as possible after they are received.
- Keep records in the financial software of how much money is given by whom and reports amounts received to the appropriate group or body.
- Reconcile all bank accounts monthly.
- Solicit budget requirements from all bodies of the church in September and develops a budget for the next year by November.
- Compares the previous years' giving and informs the pastor if giving is up or down each month.
- Works with the treasurer for collection of the mail, dispersing it as needed, and consults the finance chair as to which bills to pay and when.
- Advises finance chair of check requests and if they are made out correctly with receipts included and makes sure treasurer reimburses individuals as necessary.
- Receives and grants requests for funds from individuals and bodies of the church and approves them and ensures all bills and payroll expenses are paid by treasurer in a timely manner.
- Records checks written in the financial software.
- Ensures along with finance chair that apportionments are paid and paperwork is sent on time.
- Creates W-2s, 1099s, and complies with all tax laws.
- Sends contribution letters to givers at least yearly and in compliance with tax laws.
- Ensures that the financial records are in good order for an annual audit.

Spiritual Gifts and Qualifications

- This leader benefits from having these spiritual gifts: administration, helping, giving, and faith.
- Useful skills and experience for this position are skills and interest in financial record keeping; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; ability to work with individuals and ministry teams.
- This leader needs an understanding of biblical stewardship and management of all resources that God provides.