



Lakewood Congregational Church

Financial Secretary Job Posting

Lakewood Congregational Church (UCC) is seeking a candidate responsible for processing and maintaining the financial records of the church and nursery school in a timely and accurate manner. The Financial Secretary is expected to represent the highest ideals of the church in the conduct of the Church's business, both toward those within and outside the church.

The position includes:

- Processing bill payments, reimbursements, income, and contributions.
- Preparing payroll for the church and nursery school staff for an outside vendor.
- Maintaining the financial software system.
- Maintaining pledge records and generating periodic giving statements.
- Providing reports to church staff and lay leadership with the support of a volunteer Treasurer.
- Reconciling checking accounts and petty cash monthly.
- Coordinating with the Office Manager and handling other accounting functions as required.

Candidate should have prior experience and a solid understanding of financial accounting and record-keeping using financial software systems. (LCC Uses *Church Windows Management Software*, and training and support will be available upon hire, if necessary). A degree in accounting or finance preferred. The position reports to the Senior Minister and must have a full understanding of professional boundaries. This is a part-time position (8-10 hours per week), paying between \$22-30/hour depending on candidate experience and qualifications. A full job description is available upon request. Interested candidates should send a cover letter and resume to karen@lcc-church.org by May 14, 2021.

Lakewood Congregational Church is an Open and Affirming Congregation of the United Church of Christ. In hiring, LCC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation.

Lakewood Congregational Church, 1375 W. Clifton Blvd., Lakewood, OH 44107