**Financial Secretary**

Job Description

**Bethany Lutheran Church**

**Title:** Financial Secretary/Accountant

**Mission/Purpose:** Works with the Senior Pastor, Treasurer, and Finance Chair to fulfill the overall objectives of responsible financial asset management of Bethany Lutheran Church. The Financial Secretary will follow Generally Accepted Accounting Practices in performing the job.

**Reports to:** The Pastor of the congregation

**Qualifications:**

* Keeps confidentiality, self-motivated, and functions well in a team environment.
* Skilled in human and public relations.
* Has good organizational and computer skills
* Dependable, accurate, and capable of using Microsoft Office Suite.

**Responsibilities:**

* Prepare and maintain the books of accounts and funds of the congregation for use by the Treasurer and Finance Committee.
* Recording of the offering without participating in the counting thereof.
* Maintain records of Special Funds.
* Cooperate with the Audit, Mission Development Fund, and Scholarship Committees in the annual review of all financial transactions of the congregation.
* Assist the Treasurer, the Finance Committee, and Congregation Council in preparation of an annual budget.
* Provide information to each committee for development of a draft budget for each upcoming fiscal year. Provide committees their updated budgets throughout the year as to the actual expenses incurred.
* Will be responsible for recording Memorials and Gifts received from the Congregation and others. The Financial Secretary will acknowledge receipt of said memorials and gifts.
* Other Financial duties and other projects as assigned.
* Will attend Staff meetings, and communicate with Staff on a regular basis.

**Deliverable Reports:**

* Written report of all financial transactions for use by the Congregation Council, Treasurer and Finance Committee.
* Personal giving record for members including pledged amount and accurate pledge performance.
* Income and expense reports for the Treasurer, Finance and Stewardship Committees and Congregation Council.
* Annual statements of contributions for each member, suitable for income tax reporting purposes.
* Preparation of the payroll, and corresponding taxes and tax returns.
* Payment and reporting of payroll taxes to the IRS and IDOR.
* Assist in preparation of the Synod Annual Report and any other reports that may be required by the Council, Finance Committee and the Congregation.

**Deliverables Schedule:**

Reports Deadline

Financial transactions for the previous month: The third Monday of the following month.

Personal giving records for previous trimester: The second week after the last Sunday of the month following the end of the trimester.

Income and expense reports: The third Monday of the following month.

Annual report of finances to the Congregation: The first Sunday in February of the new year.

Annual statement of contributions for the prior year: January 31st of each year as dictated by the

IRS

Synod Annual Report: The end of February of the new year

**Other Stipulations:**

* The Senior Pastor and Finance Committee will be flexible as to how and when the work is performed to meet the deadlines., The Financial Secretary will attend required staff meetings, committee meetings, and any other attendance as required by the Financial Secretary duties.
* The Financial Secretary position is a salaried part- time staff position and will not receive any benefits; i.e. health benefits or pension benefits.

**Working Relationships:**

* Provides support to paid staff as appropriate and as directed by the pastor.
* Provide support to the Congregation Council and Committees as directed by the pastor
* Coordinate the work of clerical volunteers

**Authority to Act:**

* Provide input and suggestions for the office operation at the staff meetings or to the Pastor or to the Pastor’s delegate.

**Accountability and Reporting:**

* Attend weekly staff meetings as scheduled
* Participate in an annual review and evaluation of his/her effectiveness in fulfilling responsibilities
* Abide by the terms and conditions outlined in the Personnel and Policy Manual
* Subject to periodic background checks

The Financial Secretary position is a salaried part- time staff position and will not receive any benefits; i.e. health benefits or pension benefits.