Sample Job Description\*

**FINANCIAL RECORDS ASSISTANT/FINANCIAL SECRETARY**

 *Principal Function*: Maintain the church financial records and prepare financial reports, under the supervision of the business administrator.

**Responsibilities**

1. Receive, count, and deposit all church offerings, with appropriate committee help.
2. Post receipts and disbursements of all accounts according to financial system.
3. Post offerings weekly to individual accounts; file envelopes.
4. Prepare bank reconciliation statements monthly.
5. Prepare monthly and annual financial reports for finance committee and church business meetings.
6. Prepare quarterly and annual tax reports.
7. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
8. Receive and answer queries concerning financial matters; maintain files of invoices, correspondence, and reports.
9. Prepare and issue checks to staff members, designations, and organizations in accordance with church policy.

10. Mail pledge cards, stewardship letters, and envelopes to new

 members.

11. Requisition and prepare all forms and records for the annual

 stewardship emphasis.

12. Perform other duties as assigned by the business administrator.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*