**Job Title: Church Financial Secretary (Part-Time)**

Hours: 6-8 hrs/week

Pay: $20/hour

Reports to: Pastor

Corresponds with: Treasurer and Finance Chairperson

**Job Summary:**

The Church Financial Secretary maintains accurate and confidential financial records,

processes contributions, pays bills, interacts with payroll as needed and prepares reports to support the financial stability and transparency of the church.

**Key Responsibilities:**

* Record weekly member contributions in church management software and QuickBooks; enter pledges and envelope numbers
* Track special and restricted giving.
* Pay bills weekly, prepare checks, coordinate with signers, and mail as needed.
* Reconcile all church accounts (Checking, One West, Morgan Stanley, etc.) monthly/quarterly.
* Maintain records and prepare annual audit binders; work with audit staff.
* Prepare monthly and year-end financial reports for Council and church records.
* Assist Treasurer/Finance Chairperson with budget entry, financial questions, and

annual reports.

* Distribute periodic and year-end giving statements to members and donation letters to non-members/organizations.
* Prepare financial documents for the Annual Report (Contribution Report, Treasurer’s Report, etc.).
* Assemble envelope boxes for member distribution.
* Manage deposits and prepare copies of the Master Counting Sheet for counters.
* Enter Financial data into church accounting software (Quickbooks)

**Qualifications:**

* Experience with QuickBooks and church accounting software (Breeze preferred)
* Strong attention to detail and confidentiality
* Familiarity with nonprofit or church financial practices
* Reliable, organized, and able to work independently