

Position Description—Financial Secretary

St. Luke’s Episcopal Church

I. Purpose of Position:

- To facilitate the financial aspects of St. Luke’s church
- To assist the rector and the treasurer with the financial aspects of the church
- To handle day to day needs and long term financial aspects of the church

II. Qualities Sought:

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have experience in the use of standard accounting procedures
- Trustworthiness, honesty, confidentiality
- Attention to detail; accuracy
- Working knowledge of computer operations
- Have an enthusiasm and vitality for this vocation; enjoys working with numbers
- Have extensive spreadsheet (Excel) experience

III. Description of Duties and Responsibilities:

1. Overall Time Commitment

- Weekly recording of deposits
- Periodic Payment of bills
- Internal meetings as necessary
- Monthly processing of payroll using a 3rd party provider
- Part-time, non-exempt

2. General Responsibilities

- Record Sunday deposits done by the counters. This includes posting givers’ records of giving and issuing statements that compare year-to-date giving with the amount pledged
- Ensure that all bills are paid in a timely fashion
- Maintain paid bills files
- Notify the rector and/or treasurer if receipts are not being turned in by those that use the parish charge and credit cards
- Set up new employees, including direct deposit information
- Maintain payroll files
- Prepare and file all state and federal reports as needed
- Maintain restricted funds which are commingled with operating funds
- Initiate transfers between checking, savings, and investment accounts
- Assist the Audit Committee and or external auditors
- Meet regularly with the priest, treasurer, and/or staff for reporting needs
- Assist Finance Committee with budget preparation
- Maintain books on a current basis so that the treasurer can report to the Vestry on a monthly basis
- Assist with the preparations of the Annual Diocesan Report, to the extent requested
- Help parishioners set up electronic giving as needed
- Assist with the preparation of semi-annual sales tax refund claims
- Alert the rector to any significant giving changes of individual parishioners as it may be a sign of a pastoral care concern
- Report any significant changes in expense to the treasurer

