**Financial Secretary**

**First Baptist Church Dadeville**

The Financial Secretary is a part-time position totaling 20 hours per week. The senior Pastor is the supervisor of the position, but the position is accountable to the Church Treasurer and Finance Committee. This individual must be a person who exemplifies the characteristics expressed in Romans 12:9-12. The Financial Secretary serves the church, performs reconciliation of accounts, maintains required tax reporting and generates needed internal reports.

**Skills and Attributes Needed:**

* Proficiencies in the use of computer including: MS Word, Excel, and accounting based software, as well as strong organizational skills (written and verbal) with attention to detail. There must be a solid understanding of journal entries, bank reconciliations and internal reports with an education knowledge in accounting.
* An understanding of the importance of confidentiality and personal and professional discretion related to the finances of the church and its members.

**PRINCIPAL ACCOUNTABILITIES**

**The Financial Secretary will:**

1. **Maintain all financial records for the church**

Responsibilities are to:

* Receive, record and receipt funds from all sources and report them to the Finance Committee.
* Receive offerings from the worship service and with a member of the counting committee, count them on the following day and immediately deposit funds to the bank.
* Record all contributions, this includes online (internet) contributions.
* Print posted contributions and attach to church counting sheet file.
* Provide monthly financial statement from the bank statement and copy for the finance committee and file.
* Provide financial statement for quarterly church conference.
* Collect payroll timesheets of hourly employees to be approved by senior pastor and forward to church accountant for preparation.
* Prepare payroll bi-weekly for direct deposit and maintain all payroll records.
* Produce individual charitable gift report summaries of all donations received during the calendar year and mail to the individual members.
* Annually order offering envelopes.
* Maintain five years of financial records.
* Provide checks to be signed by treasurer or assistant treasurer.
* Prepare check requests with all back up information for finance chairman to approve before payment and file check request forms.
* Determine payroll taxes for the music department.
* **Maintain confidentially** of all financial information pertaining to receiving, recording and depositing of funds.
* **Perform other duties as assigned by the Senior Pastor.**
1. **Demonstrates Knowledge of and effectively follows internal finance/accounting policies and procedures**

Responsibilities are to:

* Review and keep updated on the latest General accounting Practices (GAP) and follow these procedures.
* Work according to the policies and procedures established by the Trustees or Finance Committee.
* Meet all deadlines