

# Parish Financial Secretary

## Job Description

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This is a part-time position with responsibilities listed below. Weekly paid hours are not to exceed 12 hours except occasionally if/when extra hours are needed. The Parish Financial Secretary will cover the office hours from 8:30 am to 4:00 pm on Mondays. The remaining hours are flexible.

Job qualifications include: general business background, financial knowledge, computer literacy, a high level of clerical skills, and the ability to supervise volunteers and work with other staff members. This position requires a history of the candidate's demonstrated ability to maintain confidentiality.

This position will have decision-making authority in consultation with the Pastor and/or other congregational leaders.

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Responsibilities include but not limited to the following items:

- Responsible for the church's day-to-day financial matters
- Maintain the financial filing system of the church
- Responsible for payment of bills, including payroll, invoices, and charges approved by the Treasurer.
- Create monthly reports for the Treasurer who will report to the Congregation Council at the regular monthly meetings
- Meet regularly with the Treasurer
- Record the giving from weekly and/or special events and report personal giving to the members quarterly
- Coordinate the scheduling and training for the weekly counters per ELCA guidelines as needed
- Collect envelopes and reports from the weekly counters
- Supervises the deposit of all offerings
- Enter annual pledges into the database
- When needed assume the duties of an office receptionist that includes monitoring the door, answering and routing phone calls, and opening and routing mail
- Other duties as assigned