

# First Friends Church

<b>Title:</b> Financial Secretary	<b>Reports to:</b> Executive Pastor
<b>Department:</b> Office	<b>Subordinates:</b> Volunteers
<b>FLSA Status:</b> Non-Exempt	<b>Terms:</b> 12 month at will work agreement (20 hours wk)

**Position Summary:** To serve the church by processing and maintaining records of monies received by the church, and to provide documentation to contributors for tax-deductible gifts.

## Key Areas of Responsibility

- Process and deposit all monies received by the church, i.e. contributions, expense reimbursements and payments for goods and services.
- Enter all contribution data into the church's financial software, periodically updating, correcting and deleting data as appropriate or directed.
- Keep records of monies received for expense reimbursements and for payments of goods and services, appropriately reporting this information to the Treasurer.
- Develop, initiate and revise, as needed, all financial reports requested by the Lead Pastor or the Executive Pastor and/or Treasurer.
- Prepare and send quarterly statements to contributors, as requested.
- Review and revise all orders related to offering envelopes.
- Enter all pledge data into the church's financial software, as needed, and store all submitted pledge agreements in a confidential manner.
- Send letters of gratitude and tax-deductible gift confirmations to contributors of memorial gifts who are not maintained in the church's financial software database, and also send letters to the families of the deceased letting them know who have made contributions in memory of their loved ones.
- Create and send letters, as needed in regards to various financial matters of the church.
- Keep and provide statistical information such concerning e-giving and text giving contributors and number of giving units in the church.
- Regularly attend all staff meetings.
- Cooperate with the Executive Pastor by performing any duties within the scope of the position and established work agreement, when asked to do so.

## Qualifications

- Computer skills, working knowledge of copiers, mailing machine, other office equipment
- Interpersonal and organizational skills, ability to be flexible
- Proficient with excel
- Familiar with First Friends Church and the people
- Must be a Christian
- Clean background check
- Work occasional weekends
- Be able to operate in a high level of confidentiality and integrity
- Attention to detail