

## PUMC Financial Secretary (Volunteer Position)

### Duties

- Form and supervise a team of volunteers to count the Sunday offering who have skills in counting and recording donations accurately, along with the ability to keep member information confidential.
- Promptly deposit cash from offerings and give a deposit slip with the amount deposited, along with a statement of the source and purpose given to the bookkeeper
- Keep records of contributions
- Provide quarterly and annual giving statements to the congregation
- Keep all of the giving envelopes for the current 3-year capital campaign
- Respond to congregational inquiries on giving

### Relationships

- Work with the treasurer
- Work with the bookkeeper
- Work with the Pastor

### Not your duties

- Serving on the annual audit committee
- Serving as treasurer
- Serving as the bookkeeper
- Signing checks

Note: It is unlawful for anyone to practice law without a license, so the Financial Secretary should never give specific legal or tax advice to donors about donations. The donor should consult his or her lawyer or tax adviser in these cases.

### Time Commitment

- 2 hours/week

### Contact

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Staff Parish Relations Committee Chairperson  
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