

# **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 3<sup>rd</sup> 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
- Assist in account reconciliation

**3. Accountability**

- The Financial Secretary is accountable to the Rector and the Treasurer
- This position will have an annual performance review

**4. History and Background**

- Acts 6:1-6 records the selection of the seven who were of good reputation and full of the Spirit. One of their tasks was to handle the collection and distribution of the offerings. These were the forerunners of today’s Treasurers and Financial Secretaries. They held an important place in the early church.

**5. Work with Rector**

- Openness/willingness to do what one is being asked to do/cooperative/can-do attitude
- Communicates easily and clearly with Rector
- Works collaboratively with Rector/team player

**6. Work with Other Staff**

- Openness/willingness to assist other staff/cooperative/can-do attitude
- Communicates easily and clearly with other staff
- Works collaboratively with other staff/team player

**7. Reference Materials**

- Episcopal Diocese of Western North Carolina: Vestry Handbook, 2018
- Diocese of Western North Carolina Audit Program Checklist
- Manual of Business Methods in Church Affairs
- Episcopal Diocese of Western North Carolina: Small Parish Audit Guideline and Checklist
- Power Church (online accounting software) – Online training manuals and videos
- Paycheck (online payroll provider)- online training manuals and videos

The Financial Secretary reports directly to the Rector and will work closely with all other staff. He/she will work a schedule that is approved by the Rector. Any person employed by St. Luke’s must meet all requirements of the National and Diocesan Canons and all requirements of the Diocese of Western North Carolina. The Rector will provide feedback to the Financial Secretary on an ongoing basis as to the performance of these duties.

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Financial Secretary Signature Date

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Supervisor’s (Rector’s) Signature Date