

**EMMANUEL LUTHERAN CHURCH**  
**JOB DESCRIPTION**  
**April 2016**

**TITLE: FINANCIAL SECRETARY**

---

This is a Voluntary position. Incumbent develops and maintains contribution records of Emmanuel Lutheran Church and develops and provides periodic reports to the Treasurer, Congregation Council, Pastor and Congregation.

---

**REPORTS TO:** Congregational Council/Pastor/Treasurer

**QUALIFICATIONS:**

1. Have a good understanding of accounting procedures.
2. Have a good knowledge of personal computers, MS Office and Shepherd's Staff Program.
3. Understand the high level of confidentiality required for maintaining contribution records and be able to determine who has an actual need to know the information being developed and maintained.
4. Have excellent interpersonal skills, along with the ability to work as a team member and with the Congregation Council, Pastor, Treasurer, other staff and members of the congregation.

**Responsibilities:**

1. Develop and maintain accurate records of contributions made to the church.
2. Develop periodic reports as required.
3. Prepare and distribute periodic statements as required.
4. Reports and documents, as required, for periodic records audits.
5. Selects assistants that can maintain the level of confidentiality necessary to handle the above responsibilities when absent.
6. Perform the duties as outlined in Chapter 12 of the Emmanuel Lutheran Church Constitution.
7. Performs position responsibilities as revised/deleted or added and directed by the Congregation Council, Pastor, Treasurer.

**Revise: April 2016**

# Financial Secretary – Task List

## Weekly

1. Conduct the weekly offering count with assistance (Two people required).
2. Post contributions to Shepherds Staff.
3. Report weekly contributions to Church Treasurer, Church Secretary & Pastor.

## Monthly

1. Report monthly contributions to the Church Council.
2. Financial Secretary may be asked to attend Church Council meetings to present the monthly giving report and provide any other pertinent giving information.

## Quarterly

1. Prepare individual member contributions quarterly statements with timely information on contributions to the general fund and other special offerings.

## Annually

1. Collect pledge cards and enter into Shepherds Staff software.
2. Prepare and present records for audit at the end of the year.
3. Prepare an annual report of yearly gifts and contributions for inclusion in to the annual report.

## Other Tasks

1. Maintain a record of special gifts.
2. The Financial Secretary shall work as required with the Pastor, Church Council, Treasurer and other lay staff in providing information for fund raising programs and special projects dealing with contributions of Emmanuel members.
3. Establish procedures to collect and record money received through methods other than regular giving including money received through the mail.
4. Together with the Treasurer, establish procedures for receiving documenting and tracking special fund receipts and expenditures, e.g. memorials, flowers, mission etc.