

Leonardtowntown Baptist Church
Job Description
CHURCH FINANCIAL SECRETARY POSITION

JOB DESCRIPTION:

The Church Financial Secretary performs secretarial responsibilities related to the work of the Pastors, the Stewardship Ministry Team, the church Treasurer and various Church ministries. This will be a part time position up to 32 hours per week.

PROFESSIONAL QUALIFICATIONS:

This position requires a college degree or commensurate work experience. Proficiency with Quickbooks accounting software is necessary. Knowledge of Automated Church Software (ACS) is helpful but not required.

PERSONAL QUALIFICATIONS:

Due to the sensitive nature of this position, the Church Secretary must be of excellent character and possess certain personal qualities. These qualities include strong interpersonal communications skills, the ability to maintain strict confidentiality, the ability to remain calm and exercise patience in a variety of circumstances, along with a high standard of integrity. In addition, this person must exhibit a strong personal walk with the Lord.

RESPONSIBILITIES:

- Assist the Church secretary in her duties as needed.
- Provide Pastoral support to all the pastors as requested.
- Work with the appropriate church ministries in planning, implementing, and monitoring the annual church budget.
- Serve as a resource person in legal and business matters.
- Prepare requisitions and purchase requests for approval by the Treasurer.
- Prepare checks and supporting documents for the Treasurer's signature.
- Post weekly offerings to individual accounts.
- Reconcile bank statements monthly.
- Prepare monthly Treasurer's Reports.
- Receive and answer questions about the Church's financial matters.

- Prepare the monthly staff payroll.
- Prepare and file related payroll tax returns.
- Perform other duties as requested.

BENEFITS:

Vacation / Sick / Personal Leave – 136 hours based on an average workweek of 32 hours.

Retirement – 10% of compensation package paid by the Church.

Health Insurance – reimbursed up to \$4,000 per year.

Life Insurance – reimbursed up to \$1000 per year.