

FINANCIAL SECRETARY JOB DESCRIPTION

First Presbyterian Church Green Cove Springs

Position Description

Job Title: Financial Secretary

Reports To: Pastor

FLSA Status: Exempt, 4-6 hours per week

Revised: October 5, 2023

Approved: _____

Education: High School Diploma or GED required, additional education preferable.

Essential Requirements and Responsibilities:

A/P, A/R, Banking, Contributions:

- Work cooperatively with Church Treasurer and Finance Chair concerning all financial matters of the church.
- Process contributions, other income, and gifts-in-kind in a timely, efficient and accurate manner.
- Process payables in a timely, efficient, and accurate manner.
- Submit payroll through Gusto.
- Prepare bank deposit slips for various accounts in Aplos, print reports and make deposits.
- Record all contributions in Aplos, print reports, and post the batch.
- Prepare quarterly (or as directed by finance chair) contribution statements for those who have pledged/donated for the year. If possible, send by email wherever applicable or via USPS to those households without email access.
- Prepare annual contribution statements for all contributors with a year-end contribution equaling \$100 or more. All year-end statements are prepared no later than the end of the second week of January. Send via email when applicable via USPS when no email is provided.
- Demonstrate a competence level with the Church software – Aplos.
- Demonstrate a competency level with accounting software.
- Maintain a high degree of confidentiality.
- Maintain financial records and tax reporting adequate to reflect all financial transactions.
- Organize financial records to facilitate third-party audit review.
- Provide monthly financial reports to the session.
- Immediately alert the Finance Chair, Treasurer, and Pastor in situations that need their attention.
- Weekly reporting to the Finance Chair, Treasurer, Pastor, and Session on the current account balances.
- Assist financial committee with preparation of annual budget.
- Produce all necessary pledge cards, letters and distributed as directed.
- Obtain necessary paperwork and approval signatures before issuing checks.
- Possess knowledge of Church policy and procedures.
- Have a knowledge of each committee and their responsibilities – needed for check approval.
- Track flower charges with member payments.
- Respond to messages in a timely manner.
- Send Memorial Acknowledgements letters to contributors and family.
- Send IRA letters when donations are made. These funds come directly from their IRA account and not from them personally.

Office manager should be kept up to date with all pertinent information.

Contact the Office Manager or Finance Chair with questions that can't be resolved yourself, questions that need answered and when guidance on a situation is required.

This is a position that requires flexibility.