

Financial and Membership Secretary St. John's Lutheran Church

Purpose:

To serve St. John's Lutheran Church by maintaining a complete and accurate database file of all church members and an accounting of all financial records of contributions to the church.

Responsibilities

- On a weekly basis post all contributions to the proper giving units.
- At the end of each week reconcile the weekly deposits to the posted contributions.
- Weekly give the Church Secretary a summary by funds given during the prior week.
- Monthly give the Treasurer a summary by fund of the contributions given to the Church.
- Prepare and mail financial giving statements to all giving units on a quarterly basis.
- Perform other duties as directed by the Finance Committee and/or Pastor.
- Responsible for St. John's membership information (files, Shepherd's Staff software, communion records, annual membership roster)

Qualifications:

- Some experience in bookkeeping and financial record keeping.
- Computer experience required. Have working knowledge of spreadsheets, word processing software, and electronic communication (e-mail)
- Discretion in handling giving records of all giving units is required.
- The Financial Secretary to recognize and respect the sensitive nature of the information recorded by this office and to maintain the confidentiality of all giving records of all giving units.

Accountability & Expectations:

- Attend meetings of the Finance Committee, Executive Committee and Church Council as requested
- Report to Church Council
- Part-time position with flexible hours of approximately 16 hours a month

Our Mission: "Saved by the grace of God to witness and to serve others."

Revised; Approved by Church Council November 29, 2011