

## **FINANCIAL SECRETARY**

It shall be the duty of the Financial Secretary to receive all moneys of the congregation, keep an itemized account of all sources of receipts, deposit all moneys received to the church bank account, and issue a summary of receipts to the Treasurer. He/she shall render a report in the regular meetings of the Voting Members and the Board of Trustees and an annual report in the Annual Corporate Meeting. He/she is also responsible for recruiting, training, and supervising counting assistants.

The duties of Financial Secretary shall include:

- Maintain records of giving to the church.
- Recruit, schedule and oversee the work of counters who tally worship giving.
- Ensure that worship giving, proceeds from congregational activities, and extraordinary items are deposited in church bank accounts.
- Prepare quarterly and full-year statements of giving by congregational giving units.

This job requires 2-3 hours weekly for recording the deposit plus about an 1 ½ hours a month to prepare the monthly financial report for board meetings, about 6 hours every quarter to prepare statements and about a day at the end of the year for year end statements.

### **Committees and volunteers serving under Financial Secretary: (Time and Talent Survey)**

#### **Counters:**

Counters are needed to count the offering and prepare the bank deposit on Sundays between services. This takes about an hour, no special skills are required except time and patience.