

## Job Description



Title: Financial Secretary

Reports to: Directly to Director of Operations

### **Summary of Position**

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Responsible for processing and preparing the weekly deposit of all cash and checks and depositing into Bethel's Bank account. This process includes keeping a detailed record of gifts with appropriate fund designations and entering these transactions in the church database for recordkeeping.

### **Relationships**

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- Accountability – Primarily to the Director of Operations generally to the congregation, ultimately to the Lord.
- Report and receive task/direction from the Director of Operations.

### **Qualifications/Requirements**

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- Love the Lord and have a committed, growing relationship with Him.
- Love and respect Christ's body, the Church.
- Have a desire and motivation to serve.
- Carry out duties with a meticulous eye for detail
- Ability to complete the job with unwavering integrity
- Operate with strict confidentiality with all giving records
- Possess and strive for the ability to have knowledge of financial data without it compromising relationships with people
- Value precision, stewardship, and the desire to serve behind the scenes
- Proficiency in excel and church database software
- In your absence, arrange for someone to cover the duties assigned to you

### **Key Areas of Responsibility**

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- **Deposit processing.** Aid the preparation of the weekly deposit. Balance all transactions with the bank deposit.
- **Record Keeping:** Maintain accurate records with regard to donor information and gift designations. Maintain accurate paper and electronic records.
- **Data Entry.** Complete accurate entry into our church database system.