

## Financial Secretary

### Principle Function:

Maintain church financial records for receipt and distribution of funds and prepare scheduled financial reports.

### Regular Duties:

1. Receive, count and deposit all church offerings according to church policy.
2. Post receipts and disbursements of all accounts according to church financial procedures.
3. Post offerings weekly to individual accounts.
4. Prepare bank reconciliation statements monthly.
5. Prepare monthly, quarterly and annual financial reports for the Finance Committee and church business meetings.
6. Prepare quarterly and annual government reports.
7. Check and total all invoices when approved; inform responsible persons on the status of their budget.
8. Prepare and issue checks to staff members, designations and organizations in accordance with church policy.