**Sample: Financial Secretary Job Description**

Financial Secretary is responsible for all monies that come into the church. He or she is responsible for setting up the counting, receipting and maintaining contribution records in a manner that is in accordance with good accounting procedures.

QUALIFICATIONS:

* Member of the church and commitment to Lead Pastor.
* Must display a strong financial commitment to the church.
* Endorse and work in accordance with the values, vision, statement of faith, and implementation process for planting this church.
* Knowledge and skill to set up and maintain adequate contribution records in good accounting form.
* Impeccable honesty and integrity.
* Ability to maintain total confidentiality.
* Must be a spiritually growing Christ follower prepared and able to mentor another believer for leadership.
* Must be able to see that a person’s personal stewardship is a vital component to their spiritual health and maturity.

REQUIREMENTS:

* Set up and maintain all contribution records in accordance with proper and current accounting procedures issuing a financial statement of condition regularly.
* Oversee security of the offering from the ushers immediately after it is collected.
* Oversee counting team to insure there are always 2 persons counting the offerings and completing deposit tickets. Arrange for the money to be deposited in the Bank’s depository as soon as practical.
* Introduce others to Christ as Lord and actively mentor another believer for leadership.
* Send out quarterly and annual giving receipts to all contributors with a ministry update on church’s financial & ministry goals.
* Inform Pastor of unusual gifts and any changes in members giving patterns.

RELATIONSHIPS:

* Reports to the Lead Pastor for supervision and to the church board.
* Interfaces with the Ushers, Treasurer and Administrative Assistant.

TYPE:Volunteer