

May 3, 2022

FINANCIAL SECRETARY

Monday-Friday 8:30 to 5:00 (one hour lunch)
37 1/2 hours per week

JOB DESCRIPTION

IMMEDIATE SUPERVISOR: Church Business Administrator

1. Process Cash Accounts for Church, Preschool and Day Camp.
2. Prepare weekly cash report for Church, Preschool and Day Camp.
3. Record Weekly cash receipts for Church, Preschool and Day Camp.
4. Maintain petty cash fund and balance fund.
5. E-mail church cash report to Finance Committee each week.
6. Maintain and post the giving to contribution records.
7. Prepare and mail out contribution statements.
8. Assign numbers to members and send mailing list to envelope company for mailing of packets every other month.
9. Send new members envelopes after they join.
10. Prepare Payroll twice a month for Church, Preschool and Day Camp.
11. Send payroll to bank for direct deposit for employees
12. Send payroll taxes via e-mail after each payroll.
13. Maintain payroll records - prepare 941 quarterly reports for IRS and issue W-2's at the end of the year. Prepare 1099 and 1096 and W-2's for the IRS.
14. Verify employment as requested.
15. Handle the health insurance, vision, dental, and other things pertaining to human resources for employees. Do additions, changes, and deletions for employees as they arise during the year.
16. Coordinate the open enrollment for insurance.
17. Manage retirement contributions for employees with Guidestone Annuity.
18. Manage the FSA accounts by getting them set for the new year.
19. Call bank as needed if problems arise with direct deposit
20. Oversee the counting committee on Monday mornings.
21. Balance the white bag deposit and get it ready for bank on Monday.
22. Go to the bank several times a week as needed.
23. Handle and record all memorial gifts. Send out thank you notices and notify the family of all gifts.
24. Maintain and distribute scholarship funds. Notify recipient and school by letter of the scholarship. Post interest each month.

25. Provide financial info as requested by Business Administrator.
26. Attend Finance meeting and write up minutes from the meeting and send to members.
27. Follow all established financial policies and procedures and inform Business Administrator of any irregularities.
28. Sort all incoming mail and packages.
29. Charge different ministries for items they use from Pantry.
30. Perform other duties as assigned by Business Administrator.
31. Maintain the credit cards and other store cards by using the checkout system.
32. Balance all the bank statements and prepare the monthly finance reports.
33. Record all the journal entries for the end of the month report.
34. Invoice the City of Pompano for rent and parking lot maintenance each month.