

## Financial Secretary Job Description

### Grace UMC, Harrisburg

**Position Title:** Financial Secretary

**Supervisor Title:** Church Operations Manager

**Classification:** Volunteer

#### **Personal Characteristics:**

- Christian Character
- Chemistry with other members of the team
- Competence to fulfill assigned tasks

**Mission:** To support the ministries of the church by accounting for all funds received from congregational offerings and other sources, coordinating a team to carry out ethical counting and depositing procedures, and providing periodic reports for church management.

#### **Responsibilities:**

- Work respectfully as a member of a team with other church staff, congregants, and community members in a way that will provide support for the team while helping to meet the goals and fulfill the vision and mission of the church.
- Particularly, work in a team with the Giving Coordinator.
- Provide reports for the Leadership Council monthly meetings.
- Coordinate a schedule of at least one unrelated adult volunteer to count offerings, together with the financial secretary, each Sunday or whenever volunteers are available.
- Retrieve in person offerings; count (using procedure outlined below), and deposit.
- Administer church Paypal account, ensuring that donations are transferred out of Paypal and into the church accounts with proper designations and attribution to correct donors.
- Post miscellaneous financial receipts, ensure that records are maintained, and provide reports when needed, including for the annual United Methodist Statistical Report.
- Other duties as requested by the Pastor or Church Operations Manager.

#### **Qualifications:**

- Experience in accounting (degree is beneficial)

- Computer competency
- Experience handling money ethically
- Accuracy and the ability to maintain confidentiality are absolutely critical.

**Physical Dynamics of Position:**

- Able to work for extended periods of time at a computer.
- Able to bend and reach and lift moderate amounts of weight.

*All Grace UMC staff must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. See the full Safe Sanctuaries Policy for details.*

*Rev. 4/23/24*