

**TRINITY LUTHERAN CHURCH**  
**FINANCIAL SECRETARY**  
**Job Description**

The Financial Secretary is responsible for providing financial and clerical services to the church under the supervision of the Council Chairman, Council Treasurer and Pastor.

- Approximately 20 hours a month

Duties will include the following:

- Receiving invoices/bills, getting authorization from the Council Treasurer to prepare checks and pay them in a timely manner
- Remitting payroll for all church employees (Pastor, Organists, Custodians, Lawn Maint.)
- Reconciling monthly bank statements
- Providing monthly reports of receipts and expenditures to the Council Chairman and Council Treasurer
- Collecting worship offerings, counting weekly donations with volunteer helper and preparing deposits for the bank
- Posting member donations weekly to individual accounts and printing yearly donation statements (this includes e-giving and envelope donations)
- Working with accountants to prepare quarterly payroll taxes and yearly federal and state reports as needed
- Preparing reports for the Annual Budget
- Filing yearly Tax-exempt documentation
- Conducting other duties as needed.

Applicant should have a good working knowledge of computers, Microsoft word and excel, be detail oriented, have good organization and communication skills, maintain consistent office hours, and the ability to have initiative and work independently.