

Financial Secretary Job Description

Programs Used

- QuickBooks Pro
- Microsoft Excel, Word
- Internet Explorer or Google Chrome
- Church 360 (occasionally)
- Google email

Job Duties

- Enter church & school deposits & automatic tuition payments & offerings into QuickBooks
- Stamp all invoices, code by account & fund, and submit to chairmen, Principal, or Pastor for approval
- Pay bills using QuickBooks, including electronic payments, & print checks
- Submit checks to Church Treasurer for signature, then mail out checks
- Prepare tuition statements, set up & maintain automatic payments, & apply payments
- Prepare weekly offering reports for the General Fund & Forward in Faith
- Prepare monthly financial reports for church & school
- Reconcile all bank accounts & submit reconciliation reports to Controller
- Submit bi-weekly payroll, including federal & state tax payments, 403(b) deposits, and Benefit Advantage deposits
- Set up all new employees & benefits
- Verify, track, & apply matching gifts
- Set up and maintain automatic church offerings using Vanco Services website
- Prepare annual W-2's, W-3's, 1099's, & 1096's
- Order checks, deposit tickets, toner & other office supplies as needed
- Assist with annual budget preparation (especially Personnel)
- Annually create payroll compensation forms for each employee
- Annually submit FSA (Flexible Spending Account) & HRA (Health Reim. Account) forms & spreadsheets to Benefit Advantage
- Maintain all files paper & electronic
- Provide various monthly reports for Benevolence, School Technology, Coffee Café, Altar Guild, LWMS and Ladies Aide
- Reconcile WELS Investment Funds & Knoke Fund
- Maintain signature sheets for all bank accounts
- Monitor bank cash & CD renewals
- Make loan & interest payments to Investors Community Bank as needed
- Maintain Fixed Asset Report
- Answer phone calls & emails as needed
- Assist with Scrip Program reports
- Make bank transfers as needed
- Assist with School Choice as needed
- Tie out salaried workers paychecks mid and end of year
- Balance credit card and create confirms
- Balance Sam's Club card and create confirms
- Update QB with annual compensation increases, insurance and pension premiums