

Westminster Presbyterian Church

Job Description

Financial Secretary/Records Assistant

Mission:

Westminster Presbyterian Church is a Christ-centered Bible-based church seeking to glorify God in all that we do so that we may enjoy His presence now and forever.

Therefore, we will

Love God,
Love Others,
Serve Others

Position Summary: The Financial Secretary is the primary church support contact for financial needs of the church. This position provides direct support for the minister, associate ministers and Administrative Commission in church activities. The Financial Secretary reports directly to the Church Administrator as well as the Administration Commission of the Session and Treasurer of the church, through both ongoing informal communication and regular meetings.

The Financial Secretary works closely and cooperatively with the entire church staff in a close-supportive role with the pastors in the total church ministry. Work closely with ministry Commissions to have necessary paperwork/information to Financial Secretary in a timely manner.

Computer Skills Required: Knowledge of or ability to learn and become an expert in ACS, database management and Excel Spreadsheet.

Duties and Responsibilities:

Financial:

1. Obtain church contributions each Monday from the safe in the church office.
2. Enter weekly contributions into ACS accounting software. Post to General Ledger accounts and take funds to the bank for deposit.
3. Open church mail and process bills for payment after checking vendor billing for accuracy.
4. Review staff and church member expense statements and prepare expense checks for the treasurer's approval and signature on Thursday mornings.
5. Process Account Payable, mail and distribute checks to commercial vendors for church expenses.
6. Prepare monthly financial statement for the Session.
7. Maintain payroll accounts, writing and distributing payroll checks monthly.
8. Prepare payroll records for monthly, quarterly and yearly statements. Assist the Treasurer as necessary.
9. Prepare and submit yearly reports to the Presbytery and PCUSA Board of Pensions.
10. Assist in the preparation of yearly reports for the County Foundation regarding funds for capital improvements.

Member Services:

1. Order, prepare and distribute Pledge Envelopes to membership.
2. Prepare and mail record statements to congregation.
3. Other:
 - a. Purchase tickets for Mission Trips. Collect and track payments in a timely manner for Mission Trips.
 - b. Collect fees and track payments for all sports activities.
 - c. Other duties as needed.

Facilities Management:

1. Coordinate church property insurance, workers' compensation and commercial insurance.
2. Report claims; manage policy coverage and solicit policy extensions and renewals.
3. Coordinate and supervise facility repairs with outside contractors.

Administrative Duties:

1. Answer phones and take messages as needed.
2. Order office supplies.
3. Postage meter maintenance.
4. Separate and distribute mail.
5. Correspondence: responses to memorials.
6. Filing.
7. Door Security

Other:

Complete other assignments as directed by Senior Minister.

(Revised June, 2012/Second revision June 27, 2012/Third revision June 28, 2012)

If interested, please email your résumé and a completed Employment Application to finansecty@wpcspartanburg.org.