Eastside Baptist Church
1165 Wyke Rd.
Shelby, NC 28150

JOB DESCRIPTION: Revised July 2020

TITLE: Church Secretary/ Financial Secretary

Responsible To: Pastor, Personnel Committee, Chairman of Deacon Board

Desired Qualifications:

- Christian Character
- Good Communication Skills, Verbal and Written
- Confidentiality
- Self Motivator
- Computer Literate
- Organizer

Job Summary:

Performs clerical work in the church setting relieving the Pastor and all other professional church personnel of minor executive and clerical duties involving all aspects of the total church program. Sees that all church equipment is maintained. Keeps accurate financial records as needed for the operation of the church. Performs all the above in a Christian and confidential manner.

Specific Responsibilities:

1. Greet people at the church (church membership and others) in a professional and friendly manner. Take care of needs if possible or direct to others as necessary. Confidentiality must be maintained.
2. Answer phone-direct calls accordingly; supply information to caller if appropriate; take messages, check voicemail and email in a timely manner.
3. Open, sort, and route incoming mail daily.
4. Compose and send out acknowledgement/ letters for memorials as needed. Send out notices to various committee members, Sunday School teachers, and other organizations as needed. Create phone tree messages as requested
5. File correspondence and other assigned materials
6. Maintain mailing list for newsletter and update as needed
7. Compile and set up all information needed for weekly church bulletin, Wednesday night prayer concerns, and monthly church newsletter

8. Make corrections/ additions in computer and print the bulletins after checking for accuracy and spelling
9. Properly maintain office equipment
10. Request and forward church letters as necessary
11. Notify Building and Grounds committee when there is a problem with heating/ cooling, etc. and call proper person if needed
12. Maintain accurate copy of church calendar.
13. Be familiar with the following software programs regularly used by the church:
    - QuickBooks
    - Power Church
    - Church Windows
    - Vanco Pay
14. Serve as Financial Secretary including but not limited to the following duties:
    - Receive, assist in counting and deposit all church receipts. (Counting committee counts Monday AM and offering will be deposited in bank by secretary)
    - Post receipts and disbursements of all accounts according to financial system
    - Maintain confidentiality in posting all contributions, including special offerings to individual church members' records. Mails out end of year contribution records to church members
    - Prepare and issue checks in accordance with church policy for cleaning, lawn care, credit card and other invoices
    - Issue checks for mission organizations as designated by the church
    - Transfer monies to designated accounts at the end of each month
    - Order checks and deposit slips as needed
    - Using computer program, enter checks (general account) into computer monthly and prepare report for distribution.
    - Maintain designated accounts and have reports available for review
    - Order literature as requested
    - Order supplies- kitchen, janitorial, office, etc. as needed
    - Compile information from various committees for Associational Church Report annually and deliver to Association Office when completed
    - Purchase stamps, post cards, return packages, etc. from post office as needed
    - Use Vanco Payment Solutions (online giving system) including transferring money to general offering, posting invoices, and making daily journal entries
    - Maintaining Quick Books software and backing up files once per week
15. Maintain master church membership files through Power Church. Compile and prepare reports as requested.
    - Maintain Deacon Family Ministry List
    - Inform Deacon, Chairman of Deacons of any problems that need to be addressed such as hospitalizations, deaths, etc.

    - Compile and maintain list of church officers for the year
    - Make changes and prepare copies for the congregation
16. Maintain computer and keep back up copies of data as necessary
17. Maintain insurance policies in accordance to church policy
18. Maintain key cabinet, have keys made as directed, and keep up with keys on loan
19. Keep up with renewals of license tags of vehicles and renew as needed. Keep up with federal inspection of large bus and regular inspection of vans. Notify proper person in charge when they must be inspected.
20. In case of absence, the secretary's regular work will be completed upon return to work.
21. Perform miscellaneous duties as necessary or as directed by the Pastor, Personnel Committee, or Chairman of Deacon Board
22. Inform staff and CARE ministry of any member's illness, hospitalization, or other pertinent information as soon as possible.
23. Inform families of memorials given and also acknowledge receipt of memorial to the giver.