**2018 Job Description**

**St. Andrew’s Episcopal Church**

Position: Financial Secretary

Rate: $15.00 (starting)

Supervisor(s): Rector

Senior Warden

Treasurer

Position Description: The purpose of the Financial Secretary is to assist the parish Treasurer and staff in keeping parish books, making timely payments to vendors, attending to payroll, and creating financial reports.

Requirements: Experience and skill in accounting and book keeping

Understanding of church finances and fund accounting

Ability to use accounting software

Training in *Safeguarding God’s Children* and satisfactory completion

of background screening

Expectations: The Financial Secretary of the parish is expected to adhere to the standards of good accounting practice. In addition, the Financial Secretary is to exercise confidentiality and transparency appropriate to the task.

**I. Attendance & Scheduling**

**a.**  Hours for this position will be in accordance to the need. 10 to 15 hours per week will be expected.

**b.** Office hours are 9:00 a.m. to 3:00 p.m. Monday – Thursday, and 9:00 a.m. to 12:00 p.m. on Friday. Hours for this position may vary during the week according to the needs of the parish and employee, and subject to the approval of the Rector.

**c.** This position qualifies for 4 days or 20 hours of paid time off each year. This position does not qualify for pension or health insurance benefits.

**II. Duties**

1. **Pledge & Donations**
   1. Data entry for weekly pledge contributions and misc. donations.
   2. Set-up donation purpose codes and General Ledger mapping
   3. Generate Quarterly Pledge Statements and distribute to donors
   4. Make corrections or changes on member’s statement as needed
   5. Provide memorial donation copies and correspondence to memorial coordinator
   6. Process other designated outside parish donations
2. **Bank Deposits**
   1. Weekly pledge contribution
   2. Misc. non-pledge checks and receipts
   3. Special event committee’s deposit per request
3. **On-line Banking**
   1. Transfer funds between accounts when necessary
   2. Download monthly bank statements for bank reconciliation
   3. Manage ACH pledge payments
4. **Accounts Payable**
   1. Vendor invoices
   2. Bank draft vendors
   3. Church staff expense reimbursement requests
   4. Outreach monthly and yearly donations per budget
   5. Church member’s expense reimbursement requests
   6. Special event payment requests from committee coordinator
   7. Vendor remit to address maintenance
   8. Make other designated outside parish payments per donor’s request
5. **Payroll**
   1. Process Bi-weekly and Semi-monthly payroll checks
   2. Employee payroll information maintenance
6. **Bank reconciliation:** Reconciliation of accounts will be conducted by members of the St. Andrew’s Finance Committee.
7. **General Ledger**
   1. Month-end closing
   2. Post all Journal Vouchers
   3. Prepare manual Journal Vouchers for non-pledge related income and donations
   4. General Ledger account maintenance
   5. Year-end Closing
8. **Payroll Tax Reporting**
   1. Submit monthly payroll taxes payment to IRS
   2. Prepare quarterly 941 Tax Return to IRS
9. **Year End Tax Reporting**
   1. Distribute staff/employee/clergy W2
   2. Submit W3 and W2’s to IRS and Social Security Administration
   3. Prepare 1099-Misc to misc. Accounts Payable vendors
10. **Annual Budget**
    1. Input annual pledge commitment to member pledge file
    2. Provide pledge file to Treasurer with new updates
    3. Input budget to detailed income and expense accounts per vestry approved budget
11. **Annual Financial Audit**
    1. Ensure files and reports are ready for audit
    2. Conduct walk through with auditor
    3. Provide detailed account analysis report to auditor
    4. Answer audit questions
12. **Misc. Support:**
    1. Provide financial information support to appropriate staff, vendors or committee members of the parish, as requested by a supervisor.

Provide financial support during designated events and activities, as determined by to Rector and other supervisors.

**III. Professional Development**

The Financial Secretary is encouraged to develop his or her knowledge and skills through periodic continuing education and training, beyond that required by this policy. To this end, a limited amount of assistance may be made available, at the discretion of the Rector, for such purposes. Any request to pursue continuing education should be made to the Rector well in advance of the training, and include with the request the time, date, nature and cost of the training, as well as a brief explanation as to why this training will be beneficial.

**IV. Disciplinary Action**

Guidelines for the position of Financial Secretary are as found in this job descriptions, any financial procedures adopted or otherwise implemented by the appropriate authority of the parish (Rector, Vestry, etc.), and any policies and procedures as set forth by the Episcopal Diocese of West Texas.

Violation of general policies and procedures may be subject to the following disciplinary action as determined by the Rector and in dialogue with the other supervisors.

First Violation: Verbal warning and discussion with the Rector

Second Violation: Verbal warning and discussion with all Supervisors

Third Violation: Written Warning

Fourth Violation: Termination

Intentional violation of policies and procedures that violate good accounting practice, hinder appropriate transparency of parish financial activities, or violate the confidentiality of individuals, is subject to immediate termination. Likewise, violation of policies that jeopardize the health and well-being of any child may be subject to immediate termination.

By signing below, I certify that I have read and understand all policies and procedures related to the position of Financial Secretary and acknowledge that I will comply with all such policies as outlined by St. Andrew’s Episcopal Church and the Episcopal Diocese of West Texas. I acknowledge that I may seek clarification of such policies at any time by contacting any of the supervisors listed above. And I furthermore acknowledge that I understand the significance of financial integrity at St. Andrew’s Episcopal Church and, in the event of a violation, the importance of appropriate disciplinary action.

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Financial Secretary / Date

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Rector / Date

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Senior Warden / Date

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Treasurer / Date