

Title: Assistant Financial Secretary

Reports to: Financial Secretary

Summary: The Assistant Financial Secretary is responsible for assisting the Financial Secretary to receive, record, and deposit all funds received from the congregation in a timely, thorough, and confidential manner.

Responsibilities

The Assistant Financial Secretary:

1. Works according to the guidelines established by the church to receive funds from whatever source, record them, and report them as directed by the Financial Secretary.
2. Assists the Financial Secretary in overseeing the counting teams.
3. Arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money as directed by the Financial Secretary.
4. Processes the monthly ACH giving through the bank.
5. Assists the Financial secretary in keeping records, whenever possible, of how much money is given by whom and reports amounts received to the appropriate people.
6. Assists the Financial Secretary in preparing and sending the end-of-year tax documents to those who have donated to the church.

Qualifications

- Be spiritually mature, with a vision for the ministries of the church.
- Good financial management and organizational skills.
- Ability to keep information confidential
- A member in good standing of the church.

