

**Job Description****Bethany Lutheran Church****Fredericksburg, Texas**

Position	Financial Secretary / Bookkeeper
Revision Date	6/30/22

<b>Position Overview</b>	The Financial Secretary works directly with the Pastors, Administrator, Church Council Finance Committee, and congregational members to provide a support role to support the financial wellbeing of Bethany Lutheran Church.
Reports to	Administrator
Supervises	Financial recording and reporting for Bethany Lutheran Church

**Essential Functions**

- Commitment to a team spirit with Bethany Lutheran Church Staff and congregation
- Professional and courteous demeanor
- Discretion about confidential information

**Responsibilities**

- Record all contributions
- Generate financial statements for council and finance committee reports
- Generate annual financial reports for Congregation Report and ELCA Parochial Report
- Provide input for budget process
- Payroll
- Pay bills and keep accurate/appropriate records of all Accounts Payable
- Create checks for signature by church treasurer or other authorized persons
- Analyze and keep accurate/appropriate records of all Accounts Receivable
- Generate input to CPA for all regulatory filings, including quarterly tax reports for Bethany Lutheran Church
- Arrange and participate in the annual financial review reports
- Generate the twice-yearly offering contribution statements and coordinate mailing to contributors
- Sort credit card charges by staff person and budget line item
- Report to Senior Pastor unusual giving patterns that might indicate spiritual concerns

**Minimum Qualifications**

- Employment history demonstrating proficiency in bookkeeping
- Proficiency in filing regulatory reports to appropriate entities
- Ability to work with CPA to produce and handle annual tax filings
- Proficiency with double entry accounting software such as Shepherd's Staff, Realm or Quickbooks
- Working knowledge of Word and Excel
- A criminal history background check will be required for finalists under consideration for this position.

**Job Description****Bethany Lutheran Church****Fredericksburg, Texas****Core Competencies**

- Able to maintain a positive outlook and healthy communication practices.
- Organizational and follow-up skills
- Able to work as part of a team
- Willing to learn and grow professionally

**Financial Secretary Hours**

- Approximately 15 hours per week
- Workdays to be coordinated through the Administrator and church staff

**Job Classification & Compensation**

- Part time
- Hourly, based on experience
- Probation Period — Employee evaluation after 90 days
- Evaluation to be completed by Administrator.
- Dress is business casual