

Position: FINANCIAL SECRETARY

Accountable to: VOTERS ASSEMBLY

PURPOSE: Receive and account for all monies coming into Peace Lutheran Church

DUTIES AND RESPONSIBILITIES:

1. Receive, and count with the Finance Committee, all offerings received from the congregation and visitors.
2. Receive and show in the proper designated fund all other monies given to Peace Lutheran Church.
3. Make out a report to the council at all regular meetings monies received for the month and the year to date and where it was designated. Give this report also to the voters at all regular voters meetings.
4. Give the treasurer a copy of all bank deposits with a report of where the money is designated if not given for the general fund.
5. Reconcile all monies deposited in a church bank account with-the treasurer.
6. All out individual and couples contribution reports and mail semi-annually. Distribute offering envelopes to all who wants them sometime in December.
7. Responsible for ordering own supplies (Offering envelopes, Contribution reports, Envelopes, etc.)
8. All procedures are subject to the approval of the church council.
9. Attend council and voters meetings regularly.