



PENDLETON CHRISTIAN CHURCH

Ministry Description

Title:	Financial Secretary
Version:	042721
Classification:	Part-Time
Reports to:	Lead Pastor(s)
Based at:	Pendleton Christian Church
Hours required:	15-20 hours per week.

Ministry Purpose

The Financial Secretary is responsible for all financial activities of the church – including cash management, banking, bookkeeping, accounts payable, payroll and related taxes/reporting, budgeting and financial reporting. The Financial Secretary will help ensure that the church's finances are in agreement with legal, ethical and biblical standards.

PCC Competencies and Expectations

- Fully embraces the mission, vision, and values of Pendleton Christian Church.
- Champions PCC's Disciple Making process.
- Be reliable, take initiative, and be self-motivated.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Have a healthy, cooperative, and motivating relationship with supervisors, coworkers and volunteers.

Key Responsibilities

1. Cash Management

- Record receipts from offerings, preschool tuition and other payments.
- Monitor cash balances.
- Assist staff to manage their budgets and expenses.

2. Banking

- Maintain checking and savings accounts – reconcile all accounts monthly.
- Maintain relationship with bank account representative.

3. Bookkeeping and Accounts Payable

- Maintain General Ledger in QuickBooks.
- Write checks or pay electronically all authorized invoices on time.
- Record income and expenses in appropriate general ledger accounts.

4. Payroll

- Timely and accurate processing of payroll, payroll taxes and reporting to State and IRS.

5. Budgets and Financial Reporting

- Work with staff to develop expense budgets.
- Present preliminary budget to Elders and church body.
- Report summary financial results monthly to Elders and church body.

6. Other

- Advise Church Leadership on key financial decisions.
- Answer financial questions of church members.
- Review legal documents.
- Write grant applications.
- Other assignments as needed.

EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- Passionate and creative about leading people to Jesus Christ.
- Effective communication skills (written, verbal and interpersonal).
- Ability to multi-task in a fast paced environment, while maintain good judgement in decision making and prioritization.
- Competency with basic computer software (Excel, Word, Publisher), and Database Software.
- Detail oriented.
- Accounting degree or equivalent experience.
- Experience with Excel and QuickBooks.
- Problem solving skills.

Ministry Success Factors

Title: Financial Secretary

Ministry success factors are provided to give the staff member an understanding of what key measurement indicators will be used to first and foremost, move the ministry and church vision forward through this position. If a staff member is meeting the success factors outlined here they can have confidence that they are performing their responsibilities to a satisfactory level.

- Financial records are accurate and up to date.
- Following established guidelines for handling and disbursement of finances.
- Questions and requests are addressed in a timely manner.
- Leadership of the church advised of financial status weekly.
- Congregation advised of financial status monthly.
- Actively discipling someone.
- Meet with supervisor at least 2 times per month to discuss ministry growth points.
- Develop leadership in self and others.
- Grow spiritually by attending regular worship services and other growth opportunities.