

Position:	Finance Secretary/Church Clerk	Staff Group:	Administrative
Supervisor:	Chief of Operations	Status:	Full Time

Days:	5 days per week, Monday – Friday
Hours:	8:00 AM – 5:00 PM

Primary Position Objective

The **Church Finance Secretary & Church Clerk** serves in a dual-capacity leadership support role, acting as a trusted steward of the church’s financial resources and official records. This position is responsible for ensuring accurate financial management, transparent reporting, and the proper documentation and preservation of church proceedings.

In partnership with church leadership, this role safeguards the integrity of financial transactions, maintains compliance with applicable policies and legal requirements, and ensures that official records are complete, organized, and accessible. Through careful attention to detail, confidentiality, and accountability, the Church Finance Secretary & Church Clerk supports the church’s mission, governance, and operational effectiveness.

Primary Expectations

Financial Administration

- Assist with recording and reconciling financial transactions, including offerings, donations, and other income
- Prepare and post journal entries as directed
- Assist with monthly bank and account reconciliations
- Help maintain the general ledger and financial records

Donations and Giving

- Record and track member contributions accurately and confidentially
- Prepare contribution reports and annual giving statements for donors
- Assist with online giving platform administration

Accounts Payable & Receivable

- Process invoices, reimbursements, and payments in a timely manner
- Assist with accounts receivable tracking and follow-up
- Ensure proper documentation and approvals for expenditures

Reporting and Budget Support

- Assist in preparing monthly and annual financial reports
- Support budget tracking and provide variance reports as requested
- Assist with audit preparation and documentation

Payroll Responsibilities

- Assist with or process payroll for church staff in a timely and accurate manner

- Maintain payroll records, including wages, deductions, benefits, and timekeeping
- Ensure compliance with federal, state, and local payroll regulations
- Prepare and submit payroll tax reports and payments, or coordinate with payroll service providers
- Assist with year-end payroll reporting, including W-2s and related documentation
- Maintain confidentiality of payroll and personnel-related financial information

Administrative & Compliance Support

- Maintain organized financial files (digital and physical)
- Assist with payroll processing and related documentation, if applicable
- Support compliance with church financial policies, internal controls, and legal requirements

Other Duties

- Provide general administrative support to the finance team
- Assist with special projects as assigned
- Support church leadership with financial information as appropriate

ADMIN/OTHER

Administrative & Record-Keeping

- Record accurate minutes of church business meetings, board meetings, and congregational meetings
- Maintain official church records, including constitution/bylaws, policies, and historical documents
- Prepare and distribute meeting agendas and minutes in a timely manner

Membership Management

- Maintain an up-to-date membership roll, including baptisms, transfers, additions, and removals
- Issue letters of transfer and maintain correspondence related to membership
- Report membership statistics as required by the church

Leadership Behaviors	
Live Joyfully	The indefinable quality that you only have when you walk with God that attracts people to God.
Make it Better	God gave us his best and we should want to bring our best before the Lord, not wanting things to be simply “good enough.”
Embrace the Fun	Life too short not to enjoy what you’re doing and to do it while laughing a lot, loud and often.
Be a Team Player	We choose to stand united by placing the mission and the body above ourselves.
Dream for the Future	Honor the past by not accepting status quo and leading for the future.
Leave No Doubt	We refuse to forfeit our credibility but will earn the trust of those we lead by not compromising and living with integrity.
Know their Name	Love people enough and invest in their lives enough to know them.

Job Requirements	
Required	<ul style="list-style-type: none"> • High school diploma or equivalent • Basic knowledge of accounting and payroll processes • Proficiency with accounting software, payroll systems, and spreadsheets • Strong attention to detail and accuracy • Ability to handle confidential information with discretion
Preferred	<ul style="list-style-type: none"> • Associate's degree or coursework in accounting, finance, or related field • Experience in a church or nonprofit setting • Familiarity with church accounting and payroll software
Desired Skills	<p>Skills & Competencies</p> <ul style="list-style-type: none"> • Strong organizational and time-management skills • Clear written and verbal communication skills • Ability to work independently and collaboratively • High ethical standards and integrity • Alignment with the mission and values of the church <p>Work Environment & Expectations</p> <ul style="list-style-type: none"> • Office-based position with occasional evening or weekend work • Interaction with staff, volunteers, and church leadership • Commitment to professionalism, confidentiality, and a servant-hearted attitude <p>Spiritual & Personal Expectations</p> <ul style="list-style-type: none"> • Demonstrates Christian character, integrity, and spiritual maturity • Supports the mission, vision, and doctrinal beliefs of the church • Faithful in attendance, service, and stewardship