

Central Church of Christ
 2001 East Main Street
 Streator, IL 61364
 815 673 1581

Job Description

Position title: Ministry/Financial Secretary
Position type: Full Time Paid
Reports to: Executive Minister
Date created: October 2011
Employee: Julie Happold
Date filled: Nov 1st 2011
Date updated: N/A

The Ministry/Financial Secretary is to serve in partnership with all staff, other support staff and the Elder's & Deacons to assist them in carrying out the mission and goals of the church. The Ministry/Financial Secretary is expected to contribute to the team spirit through fellowship, encouragement, cooperation, prayer support and other appropriate ways, why serving our Lord Jesus Christ and His Church.

VRT= Areas our Volunteer Receptionist Team members can assist. (Note: All VRT assistance requests must be approved by the Office Manager)

Position Requirements:

The Ministry/Financial Secretary will have basic skills in:

- * Both the Windows and Mac operating systems
- * MS Word, Outlook, Excel, and on occasion Power Point or their equivalent.
- * MS Publisher, Page Maker or their equivalent.

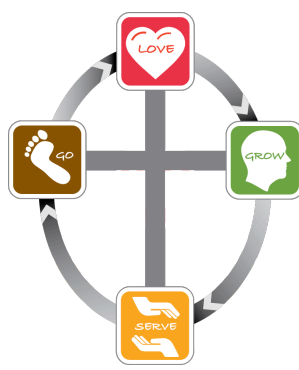
The Ministry/Financial Secretary will have specialized skills in:

- * Quickbooks Pro
- * Payroll procedures
- * Tax reporting procedures

General Expectations:

The Church Secretary will have:

- A cheerful servant attitude. As with all jobs, this type of position will sometimes have frustrating moments
- A ministry mindset and a willingness to cooperate with the instructions of the staff ministers and ministry directors



Central Church of Christ

2001 East Main Street

Streator, IL 61364

815 673 1581

- Maintain personal integrity and exhibits honesty and trustworthiness in all aspects of the job
- Demonstrate a positive, energetic influence throughout the church
- Proactively respond to inquiries and concerns but as necessary refers to other staff.
- Supports the mission and values of Central Church of Christ
- Maintains flexible working hours as determined by the needs of the ministry.
- Maintains confidentiality not only in the job position, but what is overheard and seen in the office environment.
- * Passes required background and other agency checks.

Necessary Attributes:

- Commitment to the authority of scripture
- Relates to people with integrity and genuine concern
- Humble confidence
- Organized, flexible and a teachable spirit
- Loyalty to the Church
- Confidentiality with sensitive information
- Has a Christ like servant attitude to those who visit our campus

Accountability:

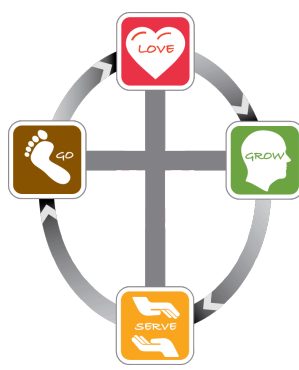
On a day to day basis, the Ministry/Financial Secretary reports to the Office Manager, but with ultimate oversight by the Executive Minister.

Knowledge, Skill and Experience Desired (Financial area)

- High school degree
- Specialized knowledge up to one year in occupational specific training such as accounting, business or secretarial course work.
- Requires a working knowledge of Quickbooks Pro.
- A working knowledge of various PC based word processing, accounting and spreadsheet packages.
- An Associate degree or certification in accounting is preferred.

Responsibilities:

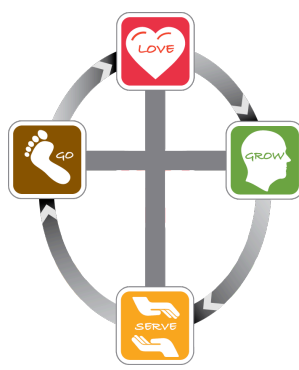
Since this position is very task oriented, the following list is given, but it is not all-inclusive as to some of the responsibilities or oversight assignments of the Ministry/Financial Secretary



Central Church of Christ
2001 East Main Street
Streator, IL 61364
815 673 1581

Financial Related

- * Oversee the monthly payment of taxes 941 - electronically and IL State by mail
- * Fill out and mail 941 Report – quarterly Comes in March, June, September, December
- * Report quarterly state taxes
- * Prepare end of the year taxes documents for W-2
- * Make sure a 1099 form is filled out for any contractual services
- * Review financial reports and look for discrepancies
- Put copies of Financial statements at the Welcome Center following the Elder’s meeting
- Check billing statements and code (daily)
- Check church credit card charges online and record in register (daily)
- Reconcile church credit card statement (monthly)
- Banking as required
- Record London Bridge giving for the month and send a copy to Nancy Allen
- Know and understand how the money counting operation works (both sides).
- Mark weekly bills as paid and mail on Tuesday (reviewed by Office Manager)
- Make sure all employees fill out a new W-4 form in January and all new employees as needed.
- Make sure the invoices are coded.
- Issue paychecks on the 8th and 22nd of each month.
- Assist Exec. Min. to prepare budget YTD expense/offering amounts for all ministries and staff through the month of August.
- Assist the Exec. Min. and the Budget Team prepare a rough draft budget for the elders.
- Work with the Exec. Min. to come up with budget amounts for the office and administrative supplies: including paper etc. postage, new office equipment etc.
- Print drafts and final budget.
- Maintain the official church financial records and staff payroll system
- Assist other ministries with financial and budgetary responsibilities



Central Church of Christ
 2001 East Main Street
 Streator, IL 61364
 815 673 1581

- * Maintain and update the Church Accounting Software.
- * Maintain the security and confidentiality of the official church financial system files and data base.
- * Maintain and update the Church Chart of Accounts.
- * Post, process and prepare payments for Church Accounts Payable and approved Scholarships in a timely fashion.
- * Prepare checks for payment of bills
- * Monitor check cash flow to ensure sufficient funds are available for operations.
- * Post deposits of receipts and payments in Quickbooks.
- * Maintains the Flex Health Records
- * Reconcile statements for all church checking, savings accounts and credit card account.
- * Assist the Executive Minister in other financial related projects as assigned.
- * Serve on the Finance Team

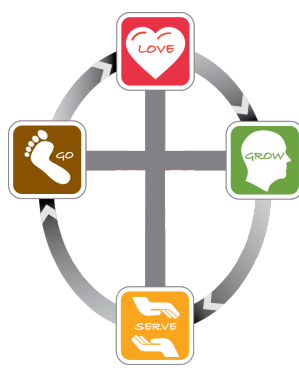
Membership Tracking Software

- Put the weekly offering envelope figures in the church's membership tracking software
- * Distribute upcoming year's offering envelopes by the middle of November.
- Run end of the year contribution records

Ministry Related:

Student Ministry

- Coordinate with Youth Minister regarding Event Registration, Deadlines and Payments (ex. CIY, Junior High Believe, YMCA, Lock-In, 30 Hour Famine, Revolve, Six Flags, etc...)
- Coordinate with Youth Minister regarding Hotel Registration, Confirmations and Payments (tracking of student's deposits and payments towards trips)
- Keep track of all CCC medical forms for Students (6th Grade thru Senior High) (general form, notarized form and any CIY forms or forms other organizations require)
- Log Kroger Card Accounts Usage. Deposit Proceeds and Disperse payments according to individual's accounts for Frontline activities.
- Produce Quarterly Attendance records for Sunday School and averages of small groups for teachers and leaders.
- Copy and Assemble Youth Minister Camp Program/Binders * VRT
- Register Campers. (Forms, Vouchers, Medical, and Payments to Camp)



Central Church of Christ
 2001 East Main Street
 Streator, IL 61364
 815 673 1581

Involvement Ministry

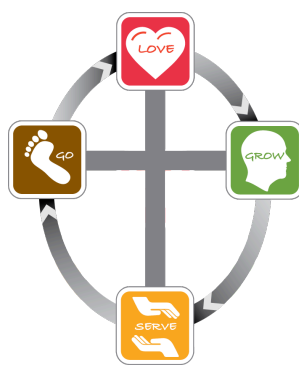
- Update adult Sunday school books quarterly
- Help YAH coordinators as needed (reservations, money collections, payments, transportation, etc.)
- Copying, laminating, and collating any materials as needed for involvement ministries.
- Help co-ordinate babysitters for DivorceCare, GriefShare & Value Packed Parenting, Small Groups
- Typing, printing and mailing of Sunday Greeter Schedules (7:30 a.m. Ministry Center Greeters, 9:00 a.m. Ministry Center and Main Door Greeters, 10:30 a.m. Ministry Center and Main Door greeters.) Usually bi-monthly. * VRT
- Printing of Outreach materials as requested. (ex. Bible reading guides) * VRT

Worship Ministry

- Print & mail worship cover letters and worship schedules (*usually 2 months at a time) January-February, March-April, May-June, July-August, September-October, November-December).
- * Ordering worship materials (per Worship Minister's requests)

Children's Ministry

- Copying, Laminating, and collating any materials as needed for children's ministries * VRT
- Mailing VBS promotion & follow-up postcards, invitations, etc. * VRT
- Place Oriental Trading Orders/Quill Orders, Etc. for Children's Activities/Prizes/Awards
- Printing/Collating Summer Sunshine Brochures, Awana Newsletters, Children Ministry Handbooks, Sunday School needs, etc. * VRT
- Help co-ordinate babysitters for Children Ministry Training & Meetings
- Monthly Awana program materials/newsletters/handouts (in conjunction w/ Children's Minister) * VRT
- Monthly Junior Worship materials/God time cards/ take home materials (in conjunction w/ Children's Minister) * VRT
- Register Campers. (Forms, Vouchers, Medical, and Payments to Camp)
- Copy and Assemble Children Minister's Camp Program/Binders *VRT
- Quarterly Attendance records for Children's Sunday School Classes and Junior Worship



Central Church of Christ
2001 East Main Street
Streator, IL 61364
815 673 1581

General Daily for all (as needed)

- Receiving of Phone calls and distribution of messages for staff. *P-touch labeling, *Binding, *Postage, *Laminating, *Copying/Printing * VRT

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned.

I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand them.

Employee Signature _____ Date _____