

FINANCE SECRETARY/RECEPTIONIST

SUMMARY DESCRIPTION:

Responsible for maintaining the church accounting data, through input and report generation. Responsible for receptionist and church office administration duties. Acts as the main office receptionist and provides administrative support to the Ministry Staff, Ministry Area Team Leaders, and congregation.

QUALIFICATIONS:

Must have the ability to work under limited supervision, be friendly and professional. Must possess knowledge of financial accounting systems and software. Must possess knowledge of general office administration processes and be skilled in the use of multi-line telephone systems and computer software including Microsoft Office and church database software. The ability to proficiently type and use 10-key entry is highly desirable.

PRINCIPAL DUTIES:

1. Income and Expense processing (35%)

- Accurately leads the count of Sunday Worship Service offerings on Monday
- Accurately prepare deposits after counts completed
- Make weekly deposits as needed
- Accurately posts Sunday Worship Service offerings including but not limited to: operating fund, missions, deacons, memorial, and other special-type offerings, in financial accounting system in a timely manner
- Accurately maintains church accounting information by processing approved invoices from Ministry Team leaders and staff
- Accurately maintains distribution lists for One Call, Constant Contact and InMotion
- Mails/distributes checks signed by the Treasurer to vendors/payees in a timely manner
- Maintains copies, invoices and check stubs in the accounting system files using GAAP (Generally Accepted Account Principals)
- Reviews monthly credit card statements and processes online credit card payments after approved by Church Business Administrator (church credit cards) or Childcare Center Financial Manager (preschool/playschool credit cards) and LPC Treasurer

2. Report generation and contribution statements (10%)

- Prepares contribution statements quarterly or as requested by the Finance Team
- Ensures contributions statements are mailed to every giving unit along with quarterly letter from Senior Pastor
- Orders annual giving envelope sets for donors as requested
- Processes all estimates of giving (pledge cards) after Stewardship Sunday
- Prepares balance sheet, budget reports and all other reports requested by the Finance Team for the Finance Team and Session meetings in absence of the Church Business Administrator
- Maintains chart of accounts and enters yearly approved budget targets into accounting system
- Reconciles bank accounts monthly and ensures the Church Business Administrator and LPC Treasurer signs the reconciled bank statement

3. Church Database (CDM+) responsibilities (25%)

- Oversee volunteers: answering phones at volunteer desk and inputting Sunday attendance using CDM+
- Produce reports of first time visitors
- Keep Every Member in Ministry information current
- Maintain database for Ministry Descriptions
- Maintain database for mailing correspondence to Presbytery churches for special events
- Update membership/constituent visitors/visitor information
- Produce annual church family telephone directory in January of each year
- Staff liaison with Pictorial Directory Committee (every 5th year)
- Maintain records of child baptisms, dedication dates, deaths, etc. in church database
- Update & remove prospects from church database based on attendance criteria
- Create prospective visitors list for New Members Class for pastor's approval
- Create & mail correspondence to approved New Members Class list for class attendance
- Maintain records on New Members Class; people invited; people attended, etc.
- Create monthly birthday reports for Children's & Youth Department ministers
- Input and maintain all Christian Education (Sunday) attendance records for Children's and Youth Department

4. Primary receptionist (20%)

- Answers telephone calls, provides assistance, takes messages or transfers to voice mail
- Greets church members and visitors to the office
- Ensures telephone system is transferred to day mode and night mode at appropriate Times
- Sorts and distributes mail and packages

5. General Administration (10%)

- Create first time visitor list for staff from attendance pads
- Prepare mass mailings to the congregation for all ministry teams as requested
- Contact local papers for press releases, when requested
- Type letters and other correspondence as needed
- Maintain inventory of postage stamps and supplies
- Recruit Sunday morning worship service readers
- Post membership data, baptisms, deaths, and births in the official Session record book maintained in the LPC office fire safe
- Assist with worship guides and newsletters as needed
- Maintain Memorial Book
- Perform various office duties as needed, especially in the absence of the Church Secretary or Church Business Administrator

SUPERVISION: Reports to the Church Business Administrator.

This is a full-time, non-exempt position