



454 East Church Road
Cambridge, WI 53523
Phone: 608-423-3017
Email: eklc@bminet.com
Website: www.eastkoshkonong.org

Pastor Brenda Lovick
Phone: 608-616-5085
Email: pastor.brendalovick@gmail.com

East Koshkonong Lutheran Church

Job Title: Financial Secretary

Reports To: Church Council

Primary Responsibility:

Process the financial information for the East Koshkonong Lutheran Church in an accurate and timely manner. Ensure proper accounting principles are applied.

Duties and Responsibilities:

- Accurately account code expenses to the proper accounts
- Reconcile account information and audit for accuracy
- Effectively communicate any financial needs or questions to the Treasurer, Church Council, Trust Fund, or Finance Committee
- Research any financial needs or questions from the Treasurer, Church Council, Trust Fund Committee, Finance Committee or members of the church
- Communicate information in a clear, concise, respectful, and timely manner
- Ensure money is kept secure at all times, and deposits are made in a timely manner
- Maintain all disbursement receipts for the Financial Secretary's records

Weekly:

- After church service- be sure the offering is counted and the offering form is completed
- Include any other contributions made on the offering form (coffee hours, Sunday school, any special givings, etc)
- Complete a deposit slip for each account necessary and proof cash for each
- Enter offering envelope information into church software
- Obtain and process Simply Giving offering information from the internet
- Enter other deposits of money received into church software

Monthly:

- Update the church computer (Office Manager's) with current financial information
- Attend Church Council meeting to share overview of key financial information and be available for questions
- Enter all expenses into Shepherd Staff
- Make transfers between funds as necessary
- Do adjusting entries and pass throughs
- Reconcile all bank statements and fund accounts
- Verify and balance all accounts in the Money Market and Memorial Fund
- Check reports to verify all information balances

- Reconcile dedicated income accounts
- Have the financial reports ready and available to Council members the Friday before the Council meeting

Quarterly:

- Generate offering statements

Annually:

- Participate in annual audit to ensure books are accurate and reliable
- Create reports x7 for Annual Report (EKLC)
- Create and submit annual financial report to Synod
- Assign offering envelope numbers and renumber

Perform any other duties essential to the operations of East Koshkonong Lutheran Church as directed by the Church Council.

Updated: 6/25/18