

JOB DESCRIPTION – FINANCIAL SECRETARY

OUR SAVIOUR’S LUTHERAN CHURCH (OSLC) FORT COLLINS, COLORADO

POSITION TITLE: Financial Secretary

PURPOSE: The purpose of this position is to provide financial quality control through accurate accounting of OSLC funds as well as Preschool (OSLP) funds, and to prepare accurate and timely financial reports.

RESPONSIBILITIES:

1. Accurately and timely maintain all books of account, including general and designated funds, as well as OSLC fiscal assets.
2. Accurately and timely maintain all books of account for OSLP.
3. Record all deposits, in a timely manner, to the proper fund(s) for both OSLC and OSLP.
4. Provide quality control, in a timely manner, for all receipts and disbursements made through the OSLC and OSLP accounts to ensure proper accounting.
5. Coordinate with the appropriate OSLC Finance Staff member to revise a contribution or payment when the receiving or disbursing fund is incorrectly identified for either OSLC or OSLP.
6. Work with all members of the OSLC Finance Staff to ensure sound fiscal practices.
7. Prepare and timely issue monthly invoices for OSLP payroll, phone, website, and other items.
8. Reconcile all bank statements (OSLC and OSLP) on a monthly basis.
9. Record investment changes on a monthly basis, e.g., Mission Investment funds, endowment funds.
10. Transfer funds as instructed by an authorized person.
11. Produce accurate and timely monthly OSLC financial reports for the Treasurer to approve and in turn provide to the OSLC Executive Committee and the OSLC Council. Promptly post reports for congregational transparency. Produce accurate and timely monthly reports for select committee chairs.
12. Produce accurate and timely monthly OSLP financial reports for the OSLP Committee.
13. Upon request, produce other financial reports as appropriate for Pastors, staff, committees, etc.
14. Coordinate with Wells Fargo Advisors to sell stock shares donated to OSLC.
15. Procure, revise, and cancel, as necessary, individual OSLC credit cards.
16. Serve on a temporary basis, as needed, as the backup accountant for disbursements, payroll, and receipts.
17. Participate in OSLC Finance Staff meetings.
18. Participate in monthly OSLC Treasurer’s meetings.
19. Participate in the annual OSLC Financial Audit (internal review).
20. Assist the OSLC Treasurer in compiling the annual OSLC proposed budget.
21. Assist the Budget Review Team with vetting the annual OSLC proposed budget.
22. Assist the OSLC Treasurer with the congregation’s annual budget review (Q&A) meeting(s).
23. Prepare accurate financial reports for the OSLC Annual Report.
24. Administer the Lutheran College Support Program (Budget Code 05) for tuition assistance.
25. Complete other tasks as assigned.

REQUIREMENTS: Sound knowledge of generally accepted accounting principles as well as ability to quickly learn and work with OSLC’s financial systems. Attention to detail; strong organizational skills; ability to detect and correct problems; ability to perform multiple tasks; good interpersonal and analytical skills; good communication skills (written and spoken); computer knowledge and proficiency (e.g., QuickBooks, Microsoft Excel and Word, Breeze, Google Suite); ability to work alone or in a team environment; ability to manage time well; self-motivated; flexible. Understand the duties and responsibilities of other Finance Staff members. Confidentiality is a must.

TIME AND COMPENSATION TERMS: The estimated time requirement is 50 hours per month. The Financial Secretary will track work hours and will receive pay monthly for services provided.

ACCOUNTABILITY: The Financial Secretary reports to the Pastors, who will facilitate a discussion of issues relating to the position as needed. The Personnel Committee Finance Staff Representative is the Personnel Committee’s liaison for this position.