

# **Faith Lutheran Church**

## **Job Description**

### **Finance Secretary / Finance Committee**

#### **Responsibilities**

The Finance Committee is tasked with all fiduciary responsibilities of Faith Lutheran Church. There are two components of the committee responsibility: treasurer-related activities and recordation requirements for all giving. The committee ensures that the obligations of the congregation are met in a timely fashion. All income must be recorded correctly and properly reported to our membership.

The bi-monthly meetings will permit the committee to stay on top of all financial activity and allow them to be pro-active regarding the budget and income.

While the chairman of this committee does not need to be a member of the Council, the Financial Secretary and Treasurer of the congregation are members of this committee.

For the position of Financial Secretary and Treasurer, an understanding of accounting principles is desired.

#### **Duties of F/S and Treasurer**

- Establish a schedule for counters to count each service's contributions and deposit them at the bank
- Enter "non-cash gifts" to our accounting software to ensure credit for these gifts
- Pay all obligations in a timely fashion and post the expenses in our accounting software
- Create the annual spending budget for the congregation based on input from the council

#### **Event and Activities**

- Creation of Annual Spending Budget
- Distribution of year end giving statements

#### **Sources**

- Treasurer or Fin Secretary: Rob Biller (T)
- David Roberts (T)
- Dale Johnson (T)
- Frank Brown (T & FS)
- Mary Ann Karnuth (FS)