09 — Financial Secretary

*Mayflower Church Position Description | **09 — Financial Secretary***

Governance Position

Role Summary

Purpose	Accurately receive, record, and report all monies given for the support of the Church, its ministries, and missions, ensuring donor confidentiality and financial integrity.
Accountable To	Board of Finance
Term of Service	3 years; nominated by the Servants Council, voted by Church Membership
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	5-8 hours/month

Qualifications

Church Member in good standing with strong attention to detail. Must be bonded at the expense of the Church.

Key Responsibilities

- Count offerings with a second person and deposits offerings and other receipts in the Church bank account(s)
- Keep an accurate account of monies received from each contributor and provide tax receipts to them at the end of the year
- Report contributions and income each week with the bank deposit slips or other records of deposits to the Church Treasurer and the Board responsible for each budget item or fund
- Secure and distribute the offering envelopes and manage on-line giving

- Prepare written reports for the biannual meeting: the October biannual meeting report covers receipts for January 1 through September 30; the March annual meeting report covers the entire fiscal year
- Submit all non-confidential financial records to the auditors six weeks prior to the annual meeting

Training & Support

Church financial recording resources, giving platform training, confidentiality protocols

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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