

Position Description – Finance Secretary
Faith Baptist Church, Lichtenbrucher Str. 17, 67661 Kaiserslautern

I. Position Description (Finance Secretary):

The church Financial Secretary (also referred to as the Financial Coordinator) is responsible for properly accounting for all monies of various currencies received and paid by the Church and the various ministries of the Church, performing certain personnel actions and maintaining personnel files as requested by the Personnel and Finance committees. Because of the sensitive nature of the information accessed by the financial secretary, it is imperative that confidentiality is strictly maintained. Day-to-day supervision is provided by the Pastor with program oversight provided by the Financial Committee Chairperson/Church Treasurer.

II. Specific Duties and Responsibilities.

- a. Ensures all bills are paid in a timely manner.
- b. Records all accounting transactions properly, deducting from correct line, subaccount, and bank account.
- c. Uses petty cash to pay small expenses. Conducts cash count monthly for Euro petty cash, ensuring proper accounting techniques have been applied.
- d. Reviews monthly automated reports for inconsistencies and corrects.
- e. Ensures the payroll for approximately 50 employees are paid in a timely manner and all taxes are deducted and reported by the third party payroll advisor.
- f. Manages paystubs and other files prepared by the payroll contractor to ensure proper records keeping by maintaining a file of the documents. These documents include, but are not limited to, payroll calculations, allocation of taxes and social dues and payroll reports for each pay period.
- g. Tracks leave earned and used for all employees.
- h. Receives and sends end-of-year income and tax statements for each employee.
- i. Maintains computer database of internal funds for income and expenses.
- j. Assists the Finance Committee Chairperson in preparing and implementing the budget.
- k. Attends monthly meetings with the finance committee and/or the Church treasurer (in some cases after normal business hours)
- l. Prepares monthly reports for the Church body to include budget spreadsheet and financial statements after being reviewed by the Financial Committee
- m. Chairperson/Church Treasurer.
- n. Prepares end-of-year contribution statements for all contributors who request them.
- o. Processes employee paperwork, to include new employees and departing employees, and maintains any annual paperwork that is required.
- p. Assists Church Office Secretary in answering phones as directed by the Pastor.
- q. Files current contracts on all church employees and coordinates updates with Personnel Committee Chairperson.
- r. As time permits, performs other duties requested by the Pastor, the Finance Committee Chairperson/Church Treasurer or the Personnel Committee Chairperson.

III. General Qualifications:

- a. Must be a Christian and a member of Faith Baptist Church.
- b. Knowledge and experience of bookkeeping and accounting for church finances and/or a financial institution is desired.
- c. Basic knowledge of the German language and German tax and social laws is desired.

IV. Work Hours.

a. The Finance Secretary position is an hourly position working up to 84 hours per month, 12 months a year. Absences away from the job during normal work hours must be approved in advance by the Pastor, and will be uncompensated unless charged to accrued vacation time or offset by accrued compensatory time from additional approved hours worked. A replacement for absences from your full-time schedule must be arranged for. Volunteer or paid replacements must be approved by the Pastor. A weekly timesheet is to be completed, signed by the Pastor and prepared before the last week of the month for payroll.