

JOB TITLE: Church Finance Secretary

DEFINITION:

Fawn Grove Community Church is seeking a detail-oriented and organized Finance Secretary to support our church's financial administration. This is a part-time position requiring 10 hours of work per week. The Finance Secretary will manage contributions, deposits, expenses, payroll, and financial records using Power Church software and also provide financial reporting to church leadership.

EXAMPLES OF ESSENTIAL DUTIES:

1. Accurate and Timely updates of weekly contributions to our Power Church Software.
2. Make bank weekly bank deposits for contributions and donations
3. Download and reconcile weekly Vanco deposits in Power Church
4. Keying in all other deposits such as special offerings and donations into Power Church.
5. Perform monthly bank reconciliations for multiple church bank accounts to ensure accuracy of financial records.
6. Assist with the preparation and submission of payroll taxes in compliance with federal and state guidelines.
7. Review and print monthly financial statements to Finance Committee
8. Utilize accounting software "Power Church" to pay incoming bills and complete staff payroll.
9. Print and distribute payroll checks biweekly.
10. Attend Monthly Finance Committee meetings.

QUALIFICATIONS:

- High school diploma or equivalent; additional education or certifications in office administration are a plus.
- Prior experience in finance, bookkeeping, or accounting or experience in a similar administrative role is preferred
- Proficiency in Power Church software or similar church management software is preferred
- Familiarity with Vanco payment system and payroll tax filing is a plus.
- Proficiency in using Microsoft office software: PowerPoint, Excel, Word
- Strong attention to detail and accuracy in data entry and financial reporting.
- Strong organizational and communication skills.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.
- Ability to handle sensitive information with confidentiality.

WORKING CONDITIONS:

- 10 hours per-week. This is a part-time position (specified based on the church's needs).
- The role may require occasional evening or weekend hours to support church events and/or activities.

SALARY: \$17-\$25 per hour. Starting rate negotiable based on experience.

**This document describes the duties and responsibilities of the position of Church Finance Secretary. It shall not be held to exclude duties not specifically referenced nor limit the right of Fawn Grove Community Church Leadership to change, revise, or adjust duties and responsibilities based on the needs of the Fawn Grove Community Church parishioners.*

APPLICATION PROCESS:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to:

Fawn Grove Community Church

Email: fawnchurchjobs@gmail.com

Care of: John Ayres - SPPRC Chair

67 S. Market Street, Fawn Grove, PA 17321

Fawn Grove Community Church is an equal opportunity employer and welcomes applications from all qualified candidates.