

# Financial Secretary and Assistant Financial Secretary

*Incumbent: Sherri H.*

*Assistant Secretary: OPEN IN OCT. 2022*

Frequency	Responsibilities
1 1/Yr	Enters all Pledged offerings by individual member into the MS-Excel Program.
2 1/Wk	Receives all Faith offerings from envelopes, checks, and automatic deposits from each member and records this in the MS-Excel Program.
3 1/Wk	Receives all the money and cash that is deposited in the collection plate and records this in the MS-Excel Program.
4 1/Wk	Inputs distribution directions for all of the above to direct contributions to the appropriate accounts.
5 1/Wk	Makes out a deposit slip for the bank and makes sure all the money that has been recorded above balances with the weekly Deposit.
6 1/Mo	Prints out the Monthly Financial Secretary's Financial Report and assures that it is properly input to the Business Mgr's financial records.
7 4/Yr	Prints out and mails the Quarterly summaries of giving to all those donating during the year.

The Assistant Financial Secretary helps and learns the job as described above and acts as an auditor for preparing the weekly deposit.

**Avg 5  
Hrs/Wk  
5**