

Job Description: Peace Lutheran Church Secretary/ Bookkeeper

Qualifications:

Must be at least 18 years of age
Confesses faith in the Lord, Jesus Christ
Lifestyle that is consistent with that of a follower of Christ, as communicated by Holy Scripture.
Desire and willingness to show Christian love to all people
Ability to work cooperatively with other staff and volunteers
Flexibility to adapt to various situations and needs of the church
Basic phone, computer, printer knowledge
Bookkeeping experience

Responsible to:

Directly respond to Pastor and Church Council Secretary/Treasurer

Responsibilities:

1. Be responsible for the accurate counting, recording and depositing of all receipts for the congregation.
2. Accounts payable; including paying salaries and monthly bills
3. Filing quarterly tax returns
4. Filing end of the year tax statements, W-2's and W-9's, etc.
5. Record all members offerings
6. Prepare and distribute annual contribution reports
7. Order and distribute offering envelopes
8. Reconcile checking and savings accounts
9. Prepare monthly treasurer's reports for the church council and year end fiscal reports
10. Cosign checks with the council secretary/treasurer OR the council President in the absence of the council secretary/treasurer.
11. Prepare weekly church bulletin with Pastor
12. Maintain church email correspondence with Pastor
13. Pick-up and deliver mail daily
14. Compile and print Monthly newsletter
15. Narthex bulletin board
16. Weekly schedule to the Emmons County Record, monthly worship to access channel
17. Church materials and supplies- i.e. certificates, devotional books, etc.
18. Sale of Centennial Books
19. Order office supplies
20. Communicate baptism supply needs to PLCW
21. Membership lists and records to be used for newsletters, mail bulletins to shut-ins
22. Assist church with typing and copies as needed
23. Send Thrivent Choice and contribution letters