

**FINANCIAL SECRETARY  
JOB DESCRIPTION**

**QUALIFICATIONS**

- College graduate or 1-2 years equivalent accounting work-related experience
- Good interpersonal skills and maintain a **high degree of confidentiality**
- Ability to communicate effectively and work well with others
- Have excellent command of English composition and punctuation and follow oral and written instructions
- Strong computer skills are imperative (outlook, MS windows, PowerPoint)
- Proficiency in the use of standard office equipment including but not limited to, computers, telephone systems, calculators, copiers and fax (facsimile) machines
- Strong organizational skills

**DUTIES AND RESPONSIBILITIES**

- Process all checks, recording them in the appropriate accounting software program-Accounts payable
- Process Payroll checks thru Paychex, Inc.
- 1099s and other government records required in a timely fashion
- Signs checks only when two signatures are not available- emergency
- Insure that computer files are backed up weekly, at a minimum monthly, and the back-ups are stored off premises.
- Prepares the monthly and annual finance report.
- Maintain daily cash balances to insure sufficient funds are maintained.
- Maintain filing system and storage system for all financial records and banking records for easy retrieval
- Rotate supervising counting tithes and offering