

**IMMAUEL LUTHERAN CHURCH
CROSBY, MN
POSITION DESCRIPTION
FINANCIAL SECRETARY/TREASURER**

VISION: Receive, record, and deposit all funds taken into the church and disperse funds received in a responsible and organized manner, with bills paid when due, so that the mission and ministry of the congregation are supported and strengthened.

REPORTS TO: Administrative Assistant/Office Manager

RESPONSIBILITIES:

- Be considered a member of the church staff and attend staff meetings.
- Conduct and present yourself in a manner fitting a church staff member.
- Manage, verify and process accounts payable.
- Process payroll. Maintain
- Complete necessary documents for federal, state, and church.
- Prepare and present reports as needed/requested for staff, council and congregation.
- Receive and record all income from members and other sources.
- Keep a weekly record of offerings and member contributions.
- Prepare an annual statement for each contributor.
- Submit books for audit upon request of audit committee.
- Complete annual review process.
- To be part of the larger ministry team at Immanuel.
- To be responsible to promote and model unity, harmony, and healthy communication and respect with other staff members and members of the congregation in the ongoing life and mission of the faith community.
- Be active in the life of the congregation (if they are a member here) and to grow as a disciple of Christ.
- To be an advocate for the life, mission and ministries of Immanuel.

QUALIFICATIONS:

Experience in payroll and government reporting of payroll.

Experience in using computer accounting systems and record keeping.

Experience in printing financial reports and documents.

Ability to work days on a regular basis.

Experience in reconciling accounts and bank statements.

Understand the importance of confidentiality of information within the congregation.

Able to pass background check.

JOB DUTIES:

Process bi-monthly payroll and stipends for employees.

Pay Federal and State taxes the 15th of the month.

Submit pension and housing equity monthly.

Create 941 Quarterly (April, August, October, January) to IRS and file quarterly with Minnesota Revenue.

Process W-2 for employees by January 31.

File annual payroll reports (W-3) with the Social Security office by: January 31 yearly (if sent electronically, then February 28 yearly)

File annual report to Minnesota Revenue.

Complete annual Workman's Comp. Audit.

Verify monthly statements to receipts.

Process credit applications for vendors.

Process sales tax exemption certificate (ST3) when requested.

Enter weekly revenue.

Make money transfers as needed.

Keep records of CD's and other investments.

Assign and handout yearly envelopes