

**St. Mary of the Hills Episcopal Church
Blowing Rock, NC**

**Financial Secretary
Position Description**

Position Title	Financial Secretary
Classification	Part-Time, Non-Exempt
Work Week	10 Hours (on average)
Compensation	Hourly (commensurate with experience)
Reports to	Rector

The Financial Secretary performs the church's bookkeeping and produces financial reports for the parish and governmental entities. This position reports to the Rector and works closely with the Parish Treasurer and the Vestry.

Most functions are performed using ACS software. ACS is comprised of two components: the People suite and the Financial suite. The Contribution module within the People suite is used to record annual pledges and donations. Within the Financial suite, the General Ledger, Accounts Payable and Payroll modules are used to record financial transactions and produce both church and governmental reports.

Qualities Sought:

- Love of God and a commitment to following in the way of Jesus.
- Experience in the use of standard accounting procedures.
- Trustworthiness, honesty, confidentiality.
- Attention to detail and accuracy.
- Knowledge of computer operations; willingness to learn and adapt to new technologies.
- Spreadsheet (Excel) experience.
- Enthusiasm for and attention to the stewardship of resources.
- Openness/willingness to do what one is being asked to do/cooperative.
- Communicates comfortably and clearly with Rector.
- Willingness to work collaboratively with Rector, Vestry, and Staff.
- Satisfactory completion of background check.
- Satisfactory completion of Safeguarding God's Children training – available online at time of hire through the Episcopal Diocese of Western North Carolina.

Time Commitment

- Weekly recording of deposits
- Regular payment of bills (monthly, quarterly, etc., according to needs)
- Internal meetings as necessary (Finance Committee, Staff, etc.)
- Monthly processing of payroll

(St. Mary's is in the process of transitioning to third party provider – ADP, contracted through the Episcopal Diocese of Western North Carolina)

General Duties & Responsibilities

- Record weekly deposits. This includes givers' records of giving and issuing statements that compare year-to-date giving with the amount pledged.
- Ensure that all bills are paid in a timely fashion and maintain records of all invoices and payments.
- Ensure that appropriate approval has been obtained and prepare checks for signature.
- Set up and maintain new employee files, including direct deposit information.
- Maintain payroll files for all employees.
- Prepare and file all state and federal reports, as needed.
- Maintain Restricted Funds, in accordance with parish policies.
- Initiate transfers between checking, savings, and investment accounts, as directed by Vestry.
- Meet regularly with the Rector, Treasurer, and/or staff members for reporting needs.
- Assist Finance Committee with budget preparation, including spreadsheet preparation.
- Maintain books on a current basis so that the Treasurer can report to the Vestry monthly.
- Assist with the preparations of the Parochial Report.
- Prepare and participate in annual external audit.
- Assist parishioners with online and automated giving, as needed.
- Prepare and submit sales tax-refund claims, quarterly.
- Notify the Rector and/or Treasurer if receipts are not being turned in by those that use the parish charge and credit cards.
- Alert the Rector to any significant giving changes of individual parishioners as it may be a sign of a pastoral care concern.
- Report any significant changes in expense to the Rector and Treasurer.
- Assist in account reconciliation (in conjunction with Treasurer).

Tour of Homes Blowing Rock

- Record deposits for annual Tour of Homes fundraiser and maintain books for monthly report of Treasurer to Vestry (activity in this account normally limited to March-September)
- Ensure that all bills are paid in a timely fashion and maintain records of all invoices and payments. Ensure that appropriate approval has been obtained and prepare checks for signature.

Work Schedule

An average of 10 hours per week, in a schedule approved by the Rector.

The Financial Secretary reports directly to the Rector and will work closely with all other staff and comply with the Personnel Policies of the parish. The Rector will provide feedback to the Financial Secretary on an ongoing basis as to the performance of these duties, including an annual performance review.

Those interested in applying should send a cover letter and resume (including references) to the Reverend Andrew J. Hege, Rector, via e-mail (rector@stmaryofthehills.org).