

Job Description
Financial Secretary
Evangelical Lutheran Coalition for Mission in Appalachia

Duties and Responsibilities

➤ Accounting:

- Receive all Bills From Administrative Assistant for payment
- Writes all checks, including payroll
- Forward all checks for signature and payment
- Enters deposits made by Admin Ass't, automatic deposits and automatic payments into check register
- Prepare justification each month on checking accounts
- Keep all records up-to-date and accurate
- In conjunction with ELCMA Treasurer, prepare first draft of monthly reports for Finance Committee and Council, first draft of annual budget for Finance Committee review, quarterly reports to Development Committee and other reports as needed
- Prepare all tax forms: submit to **Coordinator** and Treasurer for review and then prepare and mail checks for signature and payment
- Prepare and send annual IRS letters to all donors in conjunction with Admin Ass't
- Prepare all documents and send out audit to firm approved by Council

Knowledge, Skills, and Abilities

- Background in bookkeeping/accounting
- Competent ability in using Quicken and Office (especially with Excel and Word) Software
- Ability to communicate via internet and phone with ELCMA Treasurer, Thrivent Program Coordinator, Administrative Assistant and ELCMA Coordinator.

Special Requirements

- Have own transportation
- **Willing to travel to assembly each year**
- Willing to work overtime, holidays, and weekends depending on need with prior approval of Coordinator.

Amended 10/31/2007

Adoption pending 12/05/07