

Financial Secretary

SUMMARY

Reporting to Senior Pastor, the Staff Relations and Stewardship Committee, this hourly, part-time position oversees the financial administration of New Hope.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs the following financial duties: input check requests, reconciliation of bank accounts, provide net worth and other financial statements, revise budgets, input offering envelopes, provide end-of-year tax letters, follow-up on returned checks, and send "In Memory of" contribution letters.
2. Provides administration of the Time To Build Campaign. To include: maintaining financial statements, agenda, graphs, pledges, reconciliation of bank accounts, provide quarterly letters with giving status, and follow-up on returned checks.
3. Administers New Hope Mailers. To include: updating address lists, creating labels, coordinate the mailing, fill out the DDU forms and drop off mailers at the post offices.
4. Performs other duties, as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's degree (B. A.) from four-year College or university or commensurate experience in the financial area.
2. Three years experience as a financial administrator.
3. Proficient in QuickBooks, MS EXCEL, WORD, Outlook and web techniques.
4. Demonstrated effective level of oral and written communication skills.
5. Demonstrated ability to facilitate, motivate and lead teams of volunteers.
6. Demonstrated ability to multi-task.
7. Demonstrated ability to resolve conflict appropriately.

SUPERVISORY RESPONSIBILITIES

No employees report to this position.

WORKING CONDITIONS

Working conditions are normal for an office and church environment. Specifics are outlined on the New Hope Job Requirements Checklist. Copy provided upon request.