



POSITION DESCRIPTION

JOB TITLE: FINANCIAL SECRETARY

PURPOSE: To support and assist the Session of Forest Hills Presbyterian Church, the staff, volunteers, members, and visitors through communication, record keeping and as a liaison.

ACCOUNTABILITY: To the Pastor as Head of staff, the Session and the Personnel Committee.

HOURS: This is a part time position (1-3 hours per week, occasionally 5 hours per week)

FINANCIAL SECRETARY RESPONSIBILITIES:

- To receive all offerings and other monies dealing with FHPC Operations
- To count, balance and deposit collected monies into the appropriate bank accounts
- To prepare, on request, reports regarding donations, pledges, and other payments received for:
 - FHPC Treasurer
 - Finance Chairperson
 - Stewardship Team and
 - Individual church members
- To work with the Finance Chairperson on:
 - Organizing and collecting pledge cards and
 - Recording new pledges in the computer software
- To update the FHPC financial records with the member deposits and/or receipts, and post all received monies to the member statement sheets
- To submit answers to questions on the church finances as requested by the Treasurer and Finance Chairperson. Personal financial questions are excluded unless requested by an individual member.
- NOTE* Information regarding an individual's contribution will be shared only with those Session Elders on the Stewardship team.

RELATIONSHIPS:

The Financial Secretary has the following relationships:

- Pastor as Head of Staff
- Treasurer
- Finance Chairperson
- Stewardship Chairperson

EVALUATION:

A performance review will be conducted annually by the Pastor as Head of Staff and a representative from the Personnel Committee and Finance Committee. At least one of the representatives will be an Elder currently serving on Session.

COMPENSATION:

This is an hourly position starting at \$15/hour.

SECURITY CLEARANCES:

This position requires that the staff person possess both the PA Child Abuse and PA Criminal History clearances as well as the FBI Criminal History (Fingerprint) clearance.

TO APPLY:

Please send your resume or inquiry to:

Personnel Team
Forest Hills Presbyterian Church
1840 Ardmore Boulevard
Pittsburgh PA 15221

Or Email:

ForestHillsPC [AT] gmail.com

Please include FINANCIAL SECRETARY in the subject line