

Good Shepherd Lutheran Church  
Business Manager/Back Up Secretary Job Description  
Updated June 2022

Time: 20 hours per week

What: The Financial Secretary/Back Up Secretary is a part time support staff position of Good Shepherd Lutheran Church. This position will report directly to the Administrative Pastor. This person will advance the mission of the church through financial oversight of the church organization and will provide secretarial support as needed. This person will track and report donations and prepare financial reports for church council, boards and pastors.

The office hours of this position are flexible and a schedule will be agreed upon with the Administrative Pastor.

Duties Include:

Financial Duties Include:

1. Data Entry to *Church Windows* (database and book keeping software including
  - a. Income contributions
  - b. Payroll
  - c. Coordinate the automatic giving program
  - d. Electronic banking/transfers
  - e. Bank Reconciliations. These funds include, but are not limited to:
    - i. General
    - ii. Dedicated
    - iii. Preschool
    - iv. Youth
  - f. Check writing
2. Reporting the end of the month financials to:
  - a. Congregational Treasure
  - b. Church Council and boards
  - c. Pastors
3. Preparing financial reports for:
  - a. Bulletins, Newsletter and Annual Report
  - b. Quarterly Contribution Statements
4. Enter in the congregational pledges yearly
5. Prepare the synod congregational report
6. Assist the Audit committee with the annual audit
7. Count offering and other financial receipts

8. Provide legal forms
  - a. Monthly payroll taxes
  - b. Quarterly payroll tax reports
  - c. Sales tax form for Department of Revenue
9. Assist with the preparation of the annual budget
10. Assist the Preschool Board as needed

Management Duties Include:

1. Annually update congregational records with the SD Secretary of State
2. Maintain employee records
3. Prepare annual workmen's comp audit
4. Maintain yearly PCI compliance
5. Regularly update Church Windows software on all computers
6. Manage server maintenance

Back Up Secretary Duties Include:

1. Providing coverage for the Administrative Secretary when needed
  - a. Create, copy and distribute weekly bulletins for worship services
  - b. Create, copy and help to put together the newsletter
  - c. Distribute electronic communications
  - d. Assist Pastors and other staff with mailing and communications
  - e. Receptionist Duties
    - i. Answering the phone
    - ii. Welcoming people into the building
2. Become familiar and proficient with the recording keeping of *Church Windows*
  - a. Data entry for member records including
    - i. Address changes
    - ii. Transfers of membership
    - iii. Baptisms
    - iv. New Members
    - v. Confirmations
    - vi. Deaths
3. Record contemporary music for copyright purposes
4. Volunteer recruitment and coordination as needed
5. Attendance at weekly staff meetings

Additional Duties

1. Other duties as assigned