

Financial Secretary (Partnership with the Administrative Assistant)

The financial secretary duties are conducted in partnership with the Administrative Assistant. Most of the duties that are normally associated with a standard financial secretary position description are performed by the administrative assistant. Wesley Foundation guidelines require three independent managers of all deposits and money. The third manager is the treasurer.

The financial secretary and administrative assistant are charged with responsibility for three general areas:

- Promptly depositing cash and checks in the Towne Bank account and giving a record of each deposit to the treasurer. The administrative assistant receives the cash and checks and prepares the deposit slip. The financial secretary deposits the funds and ensures that a record of each is provided to the treasurer.
- Maintaining the General Ledger of Income and Expenditures. The Administrative Assistant works with the Treasurer to maintain these records. The Financial Secretary reviews these records to ensure they are consistent with the annual budget that has been approved by the Board.
- Keeping records of contributions. Each contributor must be provided with a letter acknowledging the contribution, that they can use for their tax returns. An accurate “historical” donor list must be maintained that reflects the amounts given each year. This list will include individuals, church groups, churches and community groups. The administrative assistant will maintain the list and furnish it to the financial secretary for analysis and for working with the outreach and development team. The financial secretary will ensure that each contributor receives the letter acknowledging the contribution.
- Relationships:
 - The financial secretary and administrative assistant will work with the chairperson of the committee on finance and the campus minister. Any questions about policies or procedures in handling contributions should be cleared with the chair. The financial secretary is a voting member of the board.
 - If the financial secretary is authorized to perform any one of the three tasks listed below, they are not to do the other two:
 - Approve payments for expenditures
 - Sign checks
 - Reconcile bank accounts