

**Westminster Presbyterian Church**  
**Accounts Receivable Secretary**

**Job Title:** Accounts Receivable Secretary  
**Supervised by:** The Accounts Receivable Secretary will be accountable to the Church Treasurer and the Finance Ministry Team.

The responsibilities of the Accounts Receivable Secretary are as follows:

As soon as possible following worship on Sunday, the Accounts Receivable Secretary will unlock the safe and remove the bank bag and make the deposit.

The contents of the bank bag and all money received by the treasurer since the last deposit will be counted. The money received by the treasurer is money mailed to the church or brought in to the church office during the week. This money is kept in a bank bag in the locked file cabinet in the treasurer's office. There must be two people present when counting the money. (The Accounts Receivable Secretary and the treasurer should coordinate a time to get together to make the deposit.) This is to safeguard the assets of the church and protect the good name and integrity of those involved. It also reduces the possibility of misappropriation of funds.

Westminster Presbyterian Church has two checking accounts at Kansas State Bank where funds are deposited, so there may be two separate deposits each week--General Fund Account and for the Investment Account.

In making the deposit, the Accounts Receivable Secretary should separate cash from checks looking carefully for checks that are designated for something other than pledged or non-pledged contributions and set them aside. They will fill out the General Fund deposit sheet categorizing the different designated gifts. They will make out a deposit report on Excel on the computer—keeping designated gifts separate from pledged and non-pledged giving. Totals on the deposit sheet and the Excel sheet should balance, except for the cash gifts—which are not included on the Excel sheet.

After the money is counted, the Accounts Receivable Secretary should fill out (1) a deposit sheet to take to the bank and (2) a detailed report of checks, currency, and coin totals. The Accounts Receivable Secretary should take the deposit to the bank returning to the church with the bank bag and the deposit tickets and give to the church treasurer.

The Accounts Receivable Secretary will be responsible for posting the On-line contributions and printing out the reports.

The Accounts Receivable Secretary will post the contributions of each contributor making sure their designated giving is posted accurately. The Accounts Receivable Secretary will record the amount pledged for the year on each individual giving record in January.

At the end of each quarter (March 31, June 30, September 30, and December 31) the treasurer will print out the Contribution Statements and give them to the Accounts Receivable Secretary to check over, fold, seal in a window envelope, stamp and mail at the post office. Contribution statements are also sent out the end of November so contributors can review their giving before for the end of the year.

**Qualifications:** No qualifications necessary. Training will be provided. Knowledge of Excel would be a benefit.

**Hours:** The total hours of this position will be from 1 ½ to 2 hours a week -- 6-8 hours a month. (This may vary according to the time of year.)

Strict confidentiality must be demonstrated by this person in regard to contributions made to the church.