

Faith Lutheran Church – Financial Secretary

Cheryl Hollestelle - Financial Secretary - financialsecretary@faithlutheran.org

Objectives:

The Financial Secretary position is responsible for the monitoring of funds for the general fund of the church.

Responsibilities:

- Disburse all money contributed to the Church Budget as directed by approval from Council Treasurer
- Use Farmers State Bank's Online Bill Pay to pay invoices after approval from Treasurer
- Audit the disbursements to assure all invoices are retained
- Maintain the Record Retention Schedule and oversee the destruction process
- Point of contact for congregation for audit requests