
Church Financial Secretary Resume

Job Objective

Seeking a Church Financial Secretary position in a company where my skills and knowledge can be used and enhanced to the fullest.

Highlights of Qualifications:

- Substantial experience of office administration, clerical support and financial accounting services
 - In-depth knowledge of financial reporting, general accounting practices and accounts payable issues
 - Operational knowledge of financial management software, MS Office, and QuickBooks
 - Familiarity with operation of standard office equipments
 - Ability to record, analyze and interpret financial data, accurately
 - Ability to work with and maintain confidentiality of sensitive data
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Professional Experience:

Church Financial Secretary
Evangelical Luthern Church, Stayton, OR
August 2012 – Present

Responsibilities:

- Handled and answered phone calls from church members and staff.
- Addressed and managed all financial needs of the church.
- Prepared financial statements, processed checks, and handled cash transactions.
- Researched and resolved errors in monthly bank accounts, in a timely manner.
- Recorded and distributed all church newsletters, notices, and other correspondence.
- Coordinated church activities and maintained calendar of church events.

Church Financial Secretary
Parker Ford Church, Pottstown, PA
May 2009 – July 2012

Responsibilities:

- Received and responded to incoming phone calls, in a polite and prompt manner.
 - Entered and maintained all records of financial transactions and member donations, accurately.
 - Issued receipts and delivered thank you letters to all members who contributed financially.
 - Adhered to applicable government laws and followed church policies and procedures.
 - Maintained and updated the filing system of the church office.
 - Developed and maintained positive relationships with church staff, volunteers, and congregation members.
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Education:

Bachelor's Degree in Economics
Drury University, Springfield, MO

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