

**EXECUTIVE SECRETARY TO THE FOUNDATION**

**Purpose:** To implement, oversee, and ensure appropriate accounting standards are maintained for the smooth operations of the Church Foundation, and to provide secretarial support to the Foundation.

**Reports to:** Rector and Treasurer of the Foundation

**Annual Review:** Rector and Treasurer of Foundation

**Paid Position?**     \_\_\_ **Full time**     \_\_\_ **Part time**   or   \_\_\_ **Ministry**

\*\*\*\*\*

**Specific responsibilities of this position include:**

**Secretarial**

- Schedule meetings and provide notices, agendas, resolutions, minutes, and financial records and reports
- Maintain Foundation records, historical documents, policies, pledges, minutes, financial reports, and current roster of Board members

**Financial**

- Insure proper disbursement of designated endowment funds and prepare financial analysis of the endowment funds
- Track CD's and/or Treasury Bills as interest is earned and as they mature
- Prepare stocks, bonds, etc. received by the Church and Foundation to be sold and send ACKNOWLEDGEMENT and year-end letters listing stock contributions to the donor for tax purposes
- Track life insurance policies held by the Foundation; send notices of premiums due and pay annual premiums to the insurance companies; provide year-end statement of contribution to donor for tax purposes
- Record checks received in the Cash Journal, deposit checks and post to giving records; allocate interest income/earnings to appropriate endowment accounts; track income and expenses of campaign funds and determine when the Foundation should make principal payments on outstanding loans
- Review Cash Journal at month-end and prepare reports to include balance sheet, statement of cash flows, check register, month-to-date posting journal, trial balance, summary of designated accounts and contribution reports for special accounts.
- Maintain accurate record for campaigns and send statements periodically, including year-end statements
- Handle all correspondence regarding pledges, planned giving, campaigns, and accounts payable
- During campaign drives, monitor all working budgets, revenues, expenses, and contribution records
- Prepare financial reports as needed and requested