

## **FINANCIAL**

### **Responsible Deacon: Robert Collier**

You will be responsible for proper receiving, record keeping and accounting and distribution of financial funds under the oversight of the elders. You should keep the elders continually informed of the overall financial condition in a highly confidential manner.

1. Collection, counting and depositing the weekly contribution and other incoming funds.
2. Routinely pay all normal bills, salaries, etc. as required.
3. To verify all unanticipated bills and charges with the appropriate deacon to assure their validity and accuracy and to keep each deacon aware of his expenditures.
4. To maintain accurate and up-to-date accounting records of all deposits and expenditures and provide monthly financial reports to the elders and deacons with comparisons to budgets with explanation of variances.
5. To meet with other deacons to review ways to operate more efficiently.
6. To coordinate and finalize the annual budget report as agreed upon with the elders.
7. To be responsible for assuring that adequate supplies are maintained for the office and equipment is adequate and maintained. To make recommendations to the elders for new or additional equipment as needed.
8. Provide monthly financial reports to the congregation.
9. Other items may arise that the elders will need your assistance.