

**FINANCE COMMITTEE**  
**Program Council Member**  
Greenville Unitarian Universalist Fellowship  
1135 State Park Road • Greenville, SC 29609

---

**MISSION STATEMENT:**

To facilitate decision making with the support of fellow trustees in a manner in which the Fellowship would concur that their interests and concerns are being respected and addressed.

**POSITION:**

Administrative Assistant (Financial & Sunday Services Functions only).

**QUALIFICATIONS:**

Basic bookkeeping experience, comfort level with computers and willing to train in PowerChurch accounting software.

**OVERALL RESPONSIBILITIES:**

To assist Treasurer in carrying out the administration functions of Treasurer's responsibilities.

**FUNCTIONS:**

1. To retrieve deposits from safe on Monday mornings, prepare deposit summary and leave copy for the Treasurer.
2. To enter all pledge contributions on appropriate pledge statements, operating fund, and capital fund.
3. To take deposit to bank and leave receipt for Treasurer.
4. To receive coded receipts and invoices from Treasurer, to enter weekly on ledger and to prepare checks for signature by Treasurer.
5. To make sure postal account has sufficient funds to cover mailings, to reconcile postage expense with funds deposited and to request additional funds from Treasurer as needed.
6. To make copies of the monthly financial statements and to distribute them to Board members and Finance committee.
7. To prepare pledge statements in July & January, to verify total, copy, and leave for CFO signature, to attach cover letter and mail to all pledge units.
8. To answer any questions from the pledge units regarding the status of their pledges.
9. Sunday bulletin coordination – to assure that the bulletins are edited, printed, and ready for distribution.

**HUMAN RESOURCES:**

**OTHER RESOURCES:**