

FINANCIAL SECRETARY

Job Description

Term:	2 years desired
Time Commitment:	Average 2 hours per week
Skills Needed:	Capable of handling money responsibly.
<p><i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i></p>	

The Financial Secretary shall receive and deposit three times a month moneys due and payable to the corporation from any source whatsoever, and perform such duties as shall be assigned to them by the Treasurer or by the President or by the Board.

Responsibilities

- Check the MEF post office box (PO Box #34).
- Sort mail and separate donations from regular mail.
- Enter donations into a spreadsheet.
- Deposit checks to the local bank account.
- Maintain financial batch spreadsheet and transfer deposit information and mail to the MEF Data Manager and Executive Director.
- Maintain the inventory of supplies needed to perform the job

Meetings Attended

Monthly:

- MEF Board Meetings

As Needed:

- MEF Committee Meetings
- MEF Strategic Planning Meeting