



Title: Treasurer

Hours: Approx. 5 hours per week

Salary: \$125 a week

Reports to: The Board of Trustees

Job Description: To assist in the goal of best stewardship practices by 1) collecting, accounting for, and maintaining records of all church expenditures and receivables and 2) reporting on them as needed.

QUALIFICATIONS:

- A believer of Jesus Christ as their Savior, possessing high moral and ethical standards.
- Unwavering confidentiality.
- Well-organized and detail oriented
- Proficiency in Quickbooks and general understanding of basic financial bookkeeping and data entry.
- Ability to receive directions and work well with others.

RESPONSIBILITIES:

Weekly:

- To account for and deposit all monies and receivables for the general account.
- To collect, process and mail (if needed) all accounts payable in a timely manner.
- Other tasks as assigned by the Pastor or Trustee Board

Monthly/ Annually:

- To record all deposits and expenses (check, credit card, online) into Quickbooks and reconcile monthly.
- To prepare reports via Quickbooks for monthly trustee meetings.
- To record all tithes and donations into the computer system to record annual giving statements.
- To prepare reports via Quickbooks for semi-annual council meetings and the annual report.
- Attend monthly Trustee meeting.
- Prepare donation receipts as needed and/or requested
- Organize and file paperwork
- Obtain receipts for purchases when not provided.
- Rotation for counting money after service.

GRIEVANCES and/or RESIGNATION:

Any concerns or complaints should be directed to the personnel committee to decide on an appropriate path of resolution. Resignations must be submitted in written form no less than 4 weeks prior to the effective date of resignation and should be given to the personnel committee.