

CHURCH TREASURER - JOB DESCRIPTION

1. Job Description

The Church treasurer will be responsible to post expenditures on an accounting system and to disburse funds of Payson United Methodist Church as directed by the Finance Committee, Stewardship Committee or the Church Council. This is a non-exempt, part-time position with a target maximum of 8 hours per week with another 4 hours possible for special occasions and events with approval of the Senior Pastor.

2. Accountability

The Church Treasurer will report directly to the Senior Pastor and also relate to the Staff /Parish Relations Committee (SPRC) in matters of personnel policy as well as allowing SPRC access to employee files regarding compensation and benefits.

3. Qualifications

- a. A degree in accounting, finance or business management or experience in accounting using QuickBooks is recommended for this position.
- b. A commitment to the Christian faith, high ethical standards and confidentiality is required.
- c. An understanding of church accounting practices, including relationships among various committees, boards, etc.
- d. Computing skills using software programs for tracking finances.
- e. A satisfactory personal history that provides for bonding. (This is currently done through the Annual Conference Insurance program, i.e. Church Mutual).

4. Responsibilities

This list is not to be considered exhaustive and, if necessary, other responsibilities can be added as needed by written directive. The responsibilities of the church treasurer are as follows:

- a. Prepare checks for signature and disbursement (but not sign checks) as directed by the Finance Committee or the church Council.
- b. Remit monthly all World Service and Conference Designated funds on hand to the conference. Designated funds shall not be used for any cause other than that to which they have been given. {Book of Discipline 2016; par. 258.2}
- c. Make regular and detailed reports on funds received and expended to the Finance Committee and the Church Council.
- d. Prepare records for church audits when required.
- e. Use the banking services of the financial institution directed by the Finance Committee and approved by the Church Council.
- f. Track contributions designated for specific causes or projects.
- g. Advise the Finance Committee in the preparation of an annual budget.
- h. Prepare and maintain the budget and any approved modifications to the budget under the direction of the Finance Committee.

- i. Prepare an annual report to the Church Council and the Church Conference of all assets, expenditures and outstanding debts working with the Finance Chair and Trustee Chair.
- j. Track all designated funds that are separate from the current expense budget.
- k. Prepare payroll checks. Pay State and Federal employment taxes.
- l. Track sick and vacation accrual for church employees.
- m. Reconcile bank statements monthly.
- n. Prepare annual employee tax forms.
- o. Attend Finance Committee and Church Council meetings and provide information and advice on financial matters as requested.
- p. Create and Maintain a Current Step-by-Step Manual of All Tasks Performed.

5. Compensation and Benefits

- a. The Church Treasurer is compensated according to the current wage schedule that may include raises based on performance and longevity.
- b. The Church Treasurer accrues sick leave according to the Personnel Policies of the Payson United Methodist Church.

SPRC: 5/2014
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