

SALTILLO FIRST UNITED METHODIST CHURCH

JOB DESCRIPTION

POSITION TITLE: Treasurer

EMPLOYMENT STATUS: Part-time (Must be able to work flexible hours)

SALARY: Commensurate with level of education and experience

UPDATED: November 2020

The Treasurer provides accurate and timely accounting of church finances in cooperation with the Senior Pastor and the Finance Committee. The Treasurer demonstrates good stewardship of the resources God has provided in performing duties and responsibilities in a manner to glorify Jesus Christ and further the mission and ministry of Saltillo First United Methodist Church.

General Duties and Responsibilities:

- Using the church's accounting software (QuickBooks), keep track of all disbursements, deposits, transfers, invoicing and liabilities associated with the Chart of Accounts. Oversee the preparation of checks to pay the authorized bills of the church including payroll and sign checks.
- Process, track and acknowledge special or designated donations/memorials in QuickBooks, tracking their implementation as funds are disbursed for their intended use by donors.
- Effectively implement procedures outlined by the Finance Committee, Senior Pastor and Staff Parish Relations Committee.
- Exhibit strong integrity in the need for confidentiality regarding donations.
- Perform additional duties as assigned.
- Work with the Church's Financial Secretary to accurately record in QuickBooks the weekly offering deposits. Provide/exchange with the Financial Secretary any electronic giving records deposited in Church asset accounts for proper donor/giving documentation. Supervise cash balances in asset accounts to ensure adequate cash is maintained for Church operations.

Weekly/Monthly duties:

- Review monthly payroll from Financial Secretary.
- Oversee the monthly Federal Tax deposits.
- Prepare and reconcile bank statements.
- Post end-of- month journal entries, print and file financial reports.
- Oversee the monthly Conference Mission Shares fund submittal to the Conference office.
- Participate in Finance Committee meetings

Quarterly duties:

- Prepare and submit quarterly payroll tax report (941).
- Provide financial reports as needed for Adm. Board meetings.

Yearly duties:

- Review/oversee that donations are correctly reported on annual statements of giving.
- Prepare necessary tax reports and employee statements as required by law. (This includes the necessary W-2, 1099 and proper transmittal forms)
- Assist with compilation and preparation of annual budget for the Finance Committee's use in their report to the Adm. Board.
- Provide financial information to the Adm. Assistant for the yearly Charge Conference reporting.

Education:

- College Degree in accounting or financial management preferred.

General skills:

- Good organization and time management skills, thorough knowledge of budgeting, accounting and financial management, ability to work with computers and various financial and office software (Word, Excel, QuickBooks), excellent people skills, accurate, reliable and punctual.
- Must pass appropriate background checks and drug-screening tests.

Working Relationships: Works closely with the Financial Secretary and Chairperson of the Finance Committee. Reports to SPRC and Finance Committee Chairperson.