

## **Job Description Treasurer**

### **I. Establishment and Purpose of Position**

The church treasurer records and disburses all funds received into the church treasury on a weekly basis in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective, and works with finances according to the guidelines established by the Committee on Finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.

This is a part-time, non-exempt position that requires 16-20 hours a month, with additional hours required at certain seasons of the year (e.g. the preparation of Conference statistical reports, Church Conference reports, etc.).

### **II. Qualifications for the Job**

The Treasurer should have the ability to keep detailed, accurate records and maintain appropriate confidentiality, to work with individuals and ministry teams. The Treasurer needs knowledge of computers, experience with accounting software, and should have an understanding of basic accounting principles including income, expenses, assets and liabilities.

### **III. Education and Experience**

- A. High School Diploma with some college level courses in bookkeeping or accounting.
- B. A minimum of 2 years of bookkeeping or accounting work experience can be substituted for the college level of education.

### **IV. Responsibilities of the Position**

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how much money is spent.
- The treasurer works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The treasurer will submit payroll data to the church's contracted payroll service provider in order to maintain payroll and all related documents (W2's, etc.)
- The treasurer will send all world service and conference benevolence funds on hand to the Conference treasurer each month.
- Along with the counting ministers, the treasurer maintains records of funds received. Bequests are managed by the Trustees in accordance with *The Book of Discipline*.
- The treasurer prepares annual reports for the charge conference and the Baltimore-Washington Conference.
- The treasurer may be requested to prepare special reports to support the ministry areas of the church.

- The treasurer is accountable to the charge conference through the Church Council.
- The treasurer will attend regularly scheduled finance committee meetings.
- All work is done and all records are kept at Reisterstown United Methodist Church.

#### **V. Probationary Period and Compensation**

- A. The probationary period will be for 6 months. (The probationary period may be extended at the discretion of the Staff-Parish Relations Committee.)
- B. A performance review will be conducted after the first 3 months of employment and at the end of the 6-month probationary period.
- C. A performance review will be conducted annually thereafter.
- D. A salary review will be conducted annually.

#### **VI. Performance Review**

A performance review will be given annually to the Treasurer by the Pastor and the Staff-Parish Relations Committee.