

Church Treasurer

Result Expected

An effective church treasurer records and disburses all funds received into the church treasury on a weekly basis and in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

Qualifications for the Job

- Skills and experiences for this position are:
 - ability to keep detailed, accurate records and maintain appropriate confidentiality.
 - ability to work with individuals and ministry teams.
 - knowledge of computers. Experience with accounting software a plus.
 - understanding of basic accounting principles including income, expenses, assets and liabilities. Knowledge of fund accounting for non-profit organizations a plus.
- Education requirements include some courses in bookkeeping or accounting. Work experience can be substituted for education.

Responsibilities of the Position

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how 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 send all world service and conference benevolence funds on hand to the conference treasurer each month.
- The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- The treasurer makes monthly financial reports to the committee on finance and church council.
- The treasurer makes annual reports to the charge conference and Baltimore-Washington conference.
- The treasurer may be requested to make 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 and church council