

Job Description for Church Treasurer

Proposed treasurer salary is \$9,000 per year.

The treasurer of Redeemer Lutheran Church will be a part-time salaried employee.

The Treasurer is the officer of the Congregation Council who is responsible for the overall administration of the financial assets of the church. In addition to acting as the financial leader within the church, the Treasurer also represents the church within the community, with banks, vendors, and other outside organizations.

The Treasurer reports to the Congregation Council and the Stewardship & Parish Administration Committee. He/she works closely with, but not limited to, the following: Congregation Council, Stewardship & Parish Administration Committee, all other Committee Chairpersons, the Pastor, and other Church staff, including Financial Secretary and office personnel.

Responsibilities:

1. Maintain/supervise the church financial records, ensuring that committee policies are followed, and that overall financial assets are appropriately managed/administered/stewarded.
2. In conjunction with the Stewardship & Parish Administration Committee, ensure that necessary insurances (property, liability, etc.) are in place and reviewed/maintained.
3. Ensure that clear policies, internal controls, and practices are in place that govern the collection, handling, recording, disbursement, and reporting of funds within the church.
4. Work with the Financial Secretary to ensure that the collection of offerings for all services have strong internal controls and that funds received are recorded accurately and applied to the appropriate funds.
5. Keep clear, accurate, and adequate records, with supporting documentation of all church expenditures and disbursements. Ensure the timely payment of accounts payable, taxes, and payrolls.
6. Provide a current itemized financial report(s) of funds to Congregation Council members on a monthly basis, as well as for monthly Congregation Committee Meetings and Congregation Meetings. Advise the Congregation Council on the ongoing financial position of the church compared to the annual budget.
7. Provide financial information to the Budget Coordinator, and assist with the preparation of the Annual Church Budget. Assist the Budget Coordinator with the budget presentation at the annual Congregation Meeting.

Skills required:

1. Knowledge and experience with generally acceptable accounting principles, particularly as they relate to non-profit and small business bookkeeping and accounting and banking. This will include:
 - Proficiency with small business accounting systems (QuickBooks), and Microsoft Office applications (Excel and Word).
 - Processing of ongoing receipts and expenditures in a timely manner.
 - Processing of bi-weekly and monthly payrolls. Remittance of monthly and quarterly Federal, State, and Local Payroll taxes. Submittal of quarterly and annual tax reports, as well as preparation and submittal of annual employee W-2 returns.
 - Preparation of monthly and quarterly Treasurer's Reports, which summarize the ongoing financial position of the church.

2. Strong interpersonal, organizational, and leadership skills, including the ability and willingness to work with and interact with peers on the leadership team as well as all members of the congregation to answer question and provide guidance where needed. Maintain confidentiality of personal, financial, and other sensitive church information and issues.

Treasurer Duties:

WEEKLY/BI-WEEKLY: Using QuickBooks and related Excel subledgers, record receipts and process disbursements in a timely manner. Prepare and distribute payrolls per pay schedule.

MONTHLY: Perform monthly financial closing. This includes the following:

- Ensure all month end receipts, disbursements, and journal entries are posted in QuickBooks and subsidiary Excel ledgers. Confirm month end balances are accurate.
- Submit all reporting to government agencies, and process payment of all Federal, State, and Local Payroll Taxes.
- Reconcile bank statements, confirming agreement with QuickBooks and subsidiary ledgers.
- Prepare Monthly Treasurer's Report, which summarizes the balances in all funds and accounts, and updates the church's unrestricted operating balance. Distribute reports to Congregation Council.

QUARTERLY:

- Prepare and submit quarterly Payroll tax filings.
- Prepare and distribute to Congregation Council quarterly detailed Expense Budget vs. Actual Reports.

ANNUALLY:

- Prepare and submit Year-end Federal, State, and Local Payroll Tax Reports.
- Prepare employee W-2s; submit to Federal, State, and Local agencies.
- Prepare 1099 Forms to appropriate non-employees doing work with the Church.
- Prepare financial portion of Annual Congregation Report for submittal to the ELCA Synod.
- Set up/revise QuickBooks annual budget and chart of accounts for the new year.
- Ensure that all financial records are organized and available for audit.

ONGOING/AS REQUIRED:

- Prepare historical Receipt and Expenditure comparisons and other ad hoc reports for Congregation Council and Congregational review at various meetings.
- Attend and participate in Stewardship & Parish Administration Committee meetings and Congregation Council Meetings.
- Be available at services and other church activities to interact with members regarding questions and issues.

Approved: October 1, 2002

Revised: September 2, 2019

Revised: March 17, 2020

Revised December 1, 2020