

SENECA UNITED METHODIST CHURCH

Job Description

Approved: 2014

- TITLE:** Church Treasurer/Financial Secretary
- SUPERVISORY:** Senior Pastor, Coordinator of Congregational Care, Administrative Council, Finance Committee, Trustees and Parish Relations Committee (PPR)
- SALARY:** As per the Recommendation of the PPR and Approval of the Admin Council
- SCHEDULE:** As needed

QUALIFICATIONS:

- Proficient in Microsoft Office Programs
- Experience with E-mail
- Experience with other office equipment
- Experience with Payroll, Accounts Receivable, Accounts Payable
- Criminal and Child Abuse Clearances

DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SENIOR PASTOR:

- Function with a cooperative spirit under the direction of the Pastor, the Coordinator of Congregational Care and the PPR Committee
- Always present herself/himself in a professional, friendly, cheerful and compassionate manner
- Always be ready to assist in whatever situation arises with a cooperative spirit
- All office work will be neat, accurate and punctual manner to reflect well the image of the church
- Duties include:
 - Serve on the Finance Committee without vote and attend all meetings
 - Serve on the Administrative Council and attend all meetings
 - Be adequately bonded
 - Establish procedures with Finance Committee for the counting and depositing of funds
 - Recruit and train counters
 - Keep records of the contributions made to the church by the congregation
 - Send out quarterly giving statements to the congregants with a year-end giving total included with the fourth quarter statement (Should be received by the congregants no later than two weeks after quarter end)
 - Order offering envelopes and distribute to the congregation
 - Maintain records in the current church software
 - Follow procedures for making all payments, making payroll, completing all tax forms
 - Reconcile all accounts monthly
 - Produce reports for the Administrative Council or Finance meetings
 - Act as a liaison treasurer for the Cranberry Food Pantry until final 501C3 status is approved (Deposits and check payments through our church account)
 - Order supplies as needed (Ex: Checks, Envelopes, Stamps, Labels...)
 - Prepare for the end-of-year audits
 - Assist with records of yearly maintenance items, insurance information, loans, etc.
 - Supply current balances to Church Secretary for Bulletin Information
 - Maintain personnel records
 - Prepare yearly report for the district office
 - Communication with all staff and committees as needed
 - Manage Church software address/mailling list, membership information and dates (birth, baptism, wedding, confirmation, death...) as needed
 - Collect special flower orders
 - Handle Memorials with the Memorial Committee
 - Handle appropriate mail in and out
 - Other duties and responsibilities as assigned
- Wage increase will be recommended yearly by the PPR Committee for budget preparation prior to the annual church conference (annual interview and evaluation is recommended)
- Any questions or concerns should be reported to the Pastor, Coordinator of Congregational Care, Finance Committee Chairperson or the PPR Chairperson in a timely manner.