



Church Treasurer Job Description

Job Title	Church Treasurer
Position reports to:	Executive Pastor/Deacons' Board/Trustees
Salary range:	Volunteer
Tenured	3 years
Position Overview	
<p>The Church Treasurer is responsible for the proper receiving, dispersing, accounting, and safeguarding of the church funds within the policies established by the church for adequate financial control. The Treasurer's focus is more on financial records and payment procedures rather than the handling of cash or currency other than ensuring immediate deposit (although there will be assisting in counting and verifying total deposit). The Treasurer and church should establish the process of how funds are counted and deposited in its policies and procedures so that funds may pass through several hands of accountability. Upon deposit of funds, the deposit book and all deposit transactions should be returned to the business office for proper accounting.</p>	
Principal Accountabilities	
<ul style="list-style-type: none"> • Works with Deacons' Board to develop and recommend policies and procedures related to receiving, accounting, and dispersing of funds, as well as how funds are accounted for and deposited. • Maintains records of funds received and disbursed. Works with the Finance Committee/Assistant Treasurer to ensure monies are received, counted, and deposited. After the money is deposited, the deposit slip should be verified. The Treasurer and Financial Secretary should justify 	



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the financial records and properly keep them for church quarterly auditing.

- Assists the Financial Secretary in presenting the monthly financial reports to the Deacons' Board, as well as assist with presenting quarterly and annual reports to leadership and church.
- Signs checks in accordance with church policies and procedures, and ensures that all checks have the supporting details and data on record before signing.
- Collaborates with the Financial Secretary in studying the insurance program annually and recommend necessary changes to the Deacons' Board and Trustees.
- Serves as a resource person in legal and business matters.
- Treasurer or Assistant Treasurer should be available during all financial meetings with the Deacons' Board.
- Trains an Assistant Treasurer who can assist in fulfilling the duties in absences.

Qualifications

- Saved, Tither, and Regular Participant in Ministry
- Character Traits Include (but are not limited to): Trustworthy, Confidential, Compassionate, High Character, Integrity, Mature, Organized in Keeping Records, Good Communication Skills (Oral and Written), Collaborative (Team Oriented)
- 2-5 years of successful related experience in finance, church finance, or nonprofit setting
- Minimum of High School Diploma