

JOB TITLE: Treasurer (part time) **DATE:** 2023
REPORTS TO: Lead Pastor **DEPT:** Admin/Finance
APPROVED BY: Staff-Parish Relations Committee **SUPERVISES:** 0
(number of employees)

JOB SUMMARY

The primary task of all staff of Mentor United Methodist Church is to support the work & ministry of the congregation, in its efforts to fulfill the church's mission to lead all onto a path of Christ-centered discipleship.

The person in this position is responsible for the financial administration of the church by maintaining accurate financial records, ensuring proper accounting & distribution of funds and providing timely reports as required and requested. The Treasurer serves the members of Mentor UMC as the primary contact person among congregational members, community members, and business affiliates relative to the financial matters of the church. The Treasurer will work with coworkers, congregation members, volunteers and other Mentor UMC leaders. The Treasurer shall exercise any and all powers delegated to him/her by the Lead Pastor. The Treasurer will contribute to a positive working atmosphere in a team based setting that supports the Church's mission. The Treasurer will be dealing with private matters and must maintain confidentiality at all times.

* Part-time position- minimum 24 hours a week

REPORTING RELATIONSHIPS

This position will work under the direct supervision of the Lead Pastor. Arrangements for special hours, changes in days off, and other such matters shall be a matter arrived at with the Lead Pastor. If the absences or unexpected events should be for an extended time, the Chairperson of the Staff Pastor Parish Relations Committee shall be notified as soon as possible.

This person will faithfully serve out their call and giftedness, contributing to a team-based environment and agree with and share the mission, vision, and goals of Mentor UMC. He/she will work with the Pastoral Staff, Church Staff, and SPRC to help support and enhance the mission of Mentor UMC. All staff are accountable to the Lead Pastor who, in consultation with the SPRC, seeks to lead Mentor UMC in fulfilling its mission, vision, and goals.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Process disbursements and remit funds for payables weekly.
2. Record receipts from the Financial Secretary reports on a weekly basis.
3. Process inter-office transfers to GEM
4. Submit biweekly payroll to payroll service.
5. Record J/E for payroll & invoice Preschool for their payroll portion
6. Assist employees with payroll questions
7. Prepare Treasurer's Monthly Financial Report. Attend scheduled Finance Committee and Administration meetings, and be prepared to explain reports.
8. Prepare year-end Conference Report.
9. Communicate with committees, and provide financial reports of spending (Trial Balance).
10. Prepare Annual Budget, and present the budget to the Finance Committee and Administration Council.
11. Submit records for annual audit and meet with the Auditor for assistance and review.
12. Receive and reconcile monthly bank statements; submit to Finance Chair for review/approval
13. Complete pension-health care enrollment.(update wage increases annually with Wespath)
14. Monitor cash flow and transfer cash as needed
15. Maintain general ledger
16. Consult with Financial Secretary on any questions/issues that arise
17. Update Accountedge software annually
18. Backup Financial Secretary(vacations) for deposits of checks/cash and online giving with Servant Keeper software
19. Be aware and meet deadlines
20. Adhere to the Financial Policy Document and communicate to others
21. Authorize use of credit card purchases after approval from the Lead Pastor
22. Knowledgeable of church office operations
23. Perform other duties as needed

SKILLS & QUALIFICATIONS

REQUIRED

2-4 years in a financial and/or accounting position.

Experience with payroll

Experience with Accounting software

This person must be able to:

- Exhibit courtesy, cooperation & confidentiality in all dealings with members of the congregation, staff and the general public.
- Demonstrate proficiency in financial & word processing and spreadsheet programs including MS Excel and MS Word.

- Demonstrate a proficiency in general accounting and finance principles.
- Exhibit effective oral & written communications skills
- Exhibit organizational skills
- Demonstrate the ability to work cooperatively with others
- Respond to requests & responsibilities in a timely fashion
- Complete work with a high level of accuracy
- Knowledge of financial reports and general accounting practices
- Ability to maintain confidentiality
- Meet frequently with the Lead Pastor

PREFERRED

- College degree in accounting or related field

REQUIRED LICENSES/CERTIFICATIONS

- None

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature, no special demands are required.