

POSITION: Church Treasurer

Status: Permanent part-time employee

FLSA: Non-Exempt

HOURS OF SERVICE: An average of 24 hours per week, coordinated with the Director of Ministry Support.

TEAM LEADER: Director of Ministry Support

JOB SUMMARY: Cares for the accounting activities of the Church, including contributions, accounts payable, payroll, disbursements, and financial reporting, using ACS/Realm software services.

PRIMARY AREAS OF RESPONSIBILITY:

1. Seeks to implement appropriate checks and balances, including segregation of duties, according to policies and procedures established by the Ministry of Finance, while:
 - a. Ensuring that contributions are counted, deposited, and recorded into the General Fund, Designated Funds, or Restricted Funds.
 - b. Ensuring bills are received, approved, and paid from the proper fund.
 - c. Ensuring payroll is approved and paid and records of Paid Time Off, etc., are maintained.
2. Files taxes and related documents when due.
3. Generates and distributes regular and timely reports, including but not limited to Balance Sheets, Revenue & Expense reports, and Summaries of Designated and Restricted Funds
4. Monitors account balances at financial institutions, doing a monthly reconciliation of each account and moving money from one account to another when necessary.
5. Works in consultation with the Chair of Ministry of Finance and the Director of Ministry Support, especially in matters relating to investments, budget-preparation, and monitoring of expenses.
6. Maintains good working relationships with staff members and chairpersons of ministry teams.
7. Works cooperatively with auditors and others seeking financial information.
8. Works with the Generosity Team to promote giving and ensures that donors receive regular and accurate giving statements.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or related field.
- Working knowledge of, and experience with, fund accounting and database management.

- Proven competence in the use of technology, proficiency in Microsoft Office 365 software (especially Word and Excel), and the ability to become proficient in ACS/Realm software systems (church management software).
- Demonstrated problem solving skills.

CORE COMPETENCIES:

1. **Interpersonal Skills:** Can communicate clearly and effectively with a variety of people while exhibiting a commitment to discretion and confidentiality. Demonstrates the skills of active listening and openly accepts constructive criticism. Engages people positively, with a demeanor of optimism.
2. **Management Skills:** Is detail-oriented and extremely accurate in record-keeping. Is careful to schedule responsibilities to meet deadlines. Helps ministry team chairs and staff members understand procedures, guidelines, and timelines. Delegates assignments as necessary and empowers others to be successful in their tasks.
3. **Leadership Skills:** Is willing and able to analyze data to help church leaders make informed decisions, even if those decisions are hard or unpopular.
4. **Learning and Innovation:** Is willing to learn new skills, to respond effectively to new challenges, and to innovate with new procedures.
5. **Missions Ownership:** Is committed to understanding and supporting the mission, vision, values, and beliefs of St Paul's UMC.