



**Job Title:** Treasurer

**Classification/Hours:** Part-time/Salaried

**Function:** Responsible for the efficient and effective management of the financial processes by providing accurate, timely, and relevant financial data and analysis. Designs, implements, and monitors controls which ensure budgets, financial statements, accounts payable and receivable are in compliance with church and conference guidelines. Assists pastors and staff with the goal of helping the church fulfill its mission of connecting people with Jesus and the new life He offers.

**Supervised by:** Staff-Parish Relations Team, Pastors, and Finance Chair

**Evaluation Process:** Annually, by a sub-set of Staff-Parish Relations team. A review of performance will take place within the first 90 days in the position, at 6 months, and followed by an annual review of performance and compensation.

**Primary Responsibilities:**

*Church Budget*

- Prepare timeline for budget development and request information from church leaders, trend and project income and expenses including, utilities and other general expenses
- Prepare annual budget through discussions with Church Leaders, Finance Chair and Finance Team
- Communicate with Church Leaders to make appropriate adjustments
- Finalize and present, along with the Finance Chair, the current year as well as forecasted year to Church Body at Annual Church Conference
- Prepare and provide monthly budget variance report to Finance Chair, Leadership Team, Staff and Finance Team
- Prepare conference reports

*Accounts Payable and Receivable*

- Review all requests for expenditures, invoices and reimbursements from Church Leaders working within the approved budget
- Issue checks
- Update Church Leaders on reconciliation/status of budgets
- Record all financial transactions
- Reconcile all deposit accounts with monthly banking statements
- Manage EFT process for Tithes and Offerings
- Manage banking balances to maximize earnings
- Oversee and report on investments
- Monitor Mission Income and Donations
- Develop key forecasts and projections

## *Payroll*

- Administer payroll through QuickBooks Payroll, including but not limited to setting up personnel profiles, deductions, scheduling employee pay, updating tax schedules, managing payroll liabilities, etc.
- Prepare W-2 Forms for employees
- Initiate semi-monthly Federal withholding payments through QuickBooks
- Formulate and pay monthly State of Delaware withholding taxes
- Communicate with federal and state governments on issues relating to withholding taxes
- Generate and submit 941 Federal quarterly withholding reports

## *Miscellaneous*

- Provide budget assistance to staff and ministry leaders
- Work closely with the Financial Secretary on income concerns and consult on selection of counters
- Consult on contract negotiations when requested
- Maintain files of missing receipt and unbudgeted item forms; ensuring proper signatures are obtained
- Manage issuance and cancellation of credit cards for staff and authorized ministry leaders
- Develop monthly financial reports showing variances from budget and transaction journal showing the monthly detailed activity
- Communicate with vendors relative to billing problems
- Track special outreach donations received from congregation
- Maintain all financial data and provide catastrophic back-up system
- Attend staff meetings
- In conjunction with the Finance Chair:
  - Perform analysis of income and expense trends in Church for normal operations as well as future growth (building program)
  - Evaluate bank balances and move funds as appropriate to maximize earnings and cash flow
  - Have signature cards updated for all bank accounts
  - Develop correspondence related to financial matters
  - Prepare reports for conference such as annual financial results, pastor's salary and pension report, etc.

## **Essential Skills/Abilities:**

- Committed Christ-follower
- Support bedrock beliefs of Connection Community Church
- Possess the spiritual gift of administration, leadership, and financial stewardship (preferred)
- Demonstrate a high level of trust
- Possess strong communication skills
- Possess strong computer skills
- Be decisive and demonstrate sound judgment in decision-making
- Be able to use discretion and maintain confidentiality at all times
- Possess financial bookkeeping knowledge and skills
- Be open to learning and taking direction
- Experience in finance/accounting and with QuickBooks preferred