

## **TREASURER**

Purpose: To handle financial transactions for the congregation and maintain financial records.

Term:

1. Serves four year term.
2. Chosen by Leadership Group in consultation with Finance Committee, affirmed by congregation.
3. Accountable to Finance Committee. Pastoral team contact: Lora Nafziger

Responsibilities:

1. Maintain all financial records for the congregation.
2. Take care of financial transactions, such as maintaining database of givers, making deposits, paying bills, payroll, etc., with clerical support from the Administrative Assistant.
3. Prepare regular financial reports for Leadership Group and congregation.
4. Pay federal and state withholding taxes and file federal and state quarterly and annual forms.
5. Collaborate with the Leadership Group and/or Finance Committee on annual tasks such as preparation of Compensation Agreements for staff members, collection of pledges and budget requests, and development of Spending Plan.
6. Meet with Finance Committee.

Time involved:

Varies from week to week, from a minimum of 30-45 minutes a week to several hours a week when many payments are made or reports are due.

Qualifications:

1. Covenanted member of the congregation.
2. Knowledge of accounting, spreadsheet and database software such as an accounting program, a spreadsheet and a database.
3. Accuracy in working with numbers.
4. Reliability and promptness in taking care of transactions.
5. Ability to maintain confidentiality.
6. Commitment to principles of stewardship.

Updated April 2014