

**POSITION: TREASURER**

**ACCOUNTABLE TO:** Voters Assembly

**PURPOSE:** To oversee the financial affairs of the congregation.

**DUTIES AND RESPONSIBILITIES:**

1. Be the chief financial officer of the congregation and shall be responsible for the overall financial program of the congregation in accordance with policies approved by the church council and the voters' assembly.
2. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
3. Be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over congregational funds.
4. Serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the church council.
5. Serve as the accounts payable clerk. Obtain all invoices: ensure proper coding and authorization of these invoices. Manage the accounts payable system by generating and disbursing all checks.
6. Serve as the payroll and human resources supervisor. Manage all new employment and termination requirements, including obtaining necessary enrollment forms, w-4, and I-9. Calculate and pay all monthly, quarterly, and annual payroll tax forms. Verify, manage, coordinate, and pay all employee benefit requirements. Process and pay all employee payrolls.
7. Reconcile all church accounts monthly between the financial accounting system and the financial institution.