

Stephens City United Methodist  
Church Treasurer  
Job Description

**Job Type:**

This part-time, year round (approximately 20 hours/week) salaried position acts as the chief financial officer of the church and is responsible for managing, safeguarding, and maintaining the financial resources entrusted to the church by the congregation to carry out its mission and vision.

**Reporting Relationship:**

The Church Treasurer is employed by SCUMC and the SPPRC and reports to the pastor.

**Job Duties and Expectations:**

- Maintain all church financial records
- Coordinates with the Finance Committee, financial oversight of all church funds
- Proper receipt, accounting and disbursement of church funds within policies established by the church for adequate financial control
- Using Quick Books 2024 Enterprise Gold (or church approved software), for general accounting functions, including general ledger, payables, payroll taxes, budget reporting and statistical accumulation
- Track income and disbursements, monitor the financial health of the church, and write the checks.
- Checkbook reconciled by Financial Chair, or designated person.
- Prepare financial statements and reports on a regular basis and assist with the annual budget preparation and budget review
- Maintain strict confidentiality regarding all aspects of the church's finances

**Competencies and Qualifications:**

- High School diploma or equivalent
- Three-years job-related experience in bookkeeping or related financial position, beneficial but not required
- Knowledge and experience working with Microsoft Excel and QuickBooks, beneficial but not required
- Clean background check
- Bonded

## Desired Qualifications

- College degree in business-related field beneficial but not required
- Experience working in church or other faith-related setting, beneficial but not required

This position requires integrity, discretion and honesty as it manages all aspects of financial management for the church community. The Treasurer ensures monies are spent in conjunction with SCUMC vision and goals and are in compliance with church financial practices and procedures.

## **Accountability:**

The Church Treasurer reports to the Pastor and coordinates with the Church Financial Secretary and/or Chair of Finance). The Pastor provides an annual evaluation of the Treasurer's performance. The Treasurer will be responsible and subject to United Methodist policy and doctrine, local church policy as determined by the Charge Conference, Pastor, and SPPRC. This is a year-round, part-time, salaried position.

## **Work Tasks:**

- Maintain an up-to-date General Ledger using QuickBooks or approved software.
- Track variances with budget, both receipts and expenditures and keep Finance Chair informed
- After the counters have completed their weekly count the treasurer is given a summary of their counting report for recording amounts received into the proper income categories and for recording the amount of the deposit. The treasurer enters this information into QuickBooks (or approved software) for accounting.
- Write checks for bills and invoices, benevolences, credit card payments
- Initiate direct bank payments reconciliation, and payroll checks
- Sign checks, if needed (as one of the required 2 signatures). Preferred the signatures be two of the following Administrative Council Chair, Finance Chair, Trustee Chair or Lay Leader.
- Verify accuracy of all vouchers submitted for payment
- Maintain annual budget information matching totals to approved budget
- Maintain records, including automatic offerings and direct deposit of employee checks (The treasurer will see online giving deposits on the bank statement, but the total only, the financial secretary sees and inputs the individual giving

information and gives a summary at end of the month to treasurer as to breakdown of general fund, food pantry, etc.)

- Recommend appropriate internal controls ensuring proper handling of church funds
- Prepare payroll and related reports
- Needs a copy of the W-4, VA-4 and I-9 info to complete setup for new employee to be paid.

### **Tax Reports:**

- Prepare and submit tax reports
- eFile tax reports; eDeposit tax liabilities
- Prepare and file all appropriate federal and state reports including Quarterly 941's, Yearly W-2 & W-3's and Yearly VA-6, 1099-NEC and 1096

### **Committee Support:**

- Support Finance Committee, Trustees and Church Council as well as other committees as needed.
- Provide monthly financial reports to Finance and Council, including Balance sheet, Profit & Loss, and designated funds balances

### **Meetings:**

- Attend Finance Committee meetings
- Attend Church Council meetings
- Attend staff meetings as needed

### **Other Duties as Assigned**

#### Expectations of Staff:

- Exhibit Christ centered behavior at all times by treating others with dignity, respect, compassion, and integrity. Christ-centered behavior at all times
- For all grievances, uphold the guidelines of the SCUMC Personnel Policy
- Signed acknowledgement of the SCUMC Personnel Policy
- Proactive participation in the SCUMC governance system
- Successful completion of both a background and reference check
- Pleasant and professional personality and appearance
- Adhere to all of SCUMC Policies and Procedures