

Church Treasurer
St. John's Lutheran Church

Purpose:

To serve St. John's Lutheran Church by maintaining a complete and accurate accounting of all financial records pertaining to the income/expenses of the congregation.

Responsibilities

- Reconcile all contributions with the bank deposits on a monthly basis. For accounting purposes the week shall end on Saturday.
- Confirm the allocation of contributions to all specified funds and report it to Church Council on a monthly basis.
- Process biweekly payroll.
- Insure all expenses of the church are paid.
- Work with the Day School Treasurer to settle costs shared with the church.
- Work with insurance company to settle claims as needed.
- Prepare monthly finance reports.
- Assist the Finance Committee in the annual budget process.
- Attend regularly scheduled council meetings to offer consultation and guidance
- Provide an annual report of the financial status of the congregation
- Assist with the closing of the books for the annual audit.
- Work with the pastor, Congregation Council and Church Administrator to prepare any special reports or gather any needed financial information.

Qualifications:

- Some experience in bookkeeping and financial record keeping.
- Computer experience required. Have a working knowledge of spreadsheets, word processing software, and electronic communication (e-mail).
- The Treasurer is to recognize and respect the sensitive nature of the information recorded by this office and to maintain the confidentiality of all giving records of all giving units.

Accountability & Expectations:

- Attend meetings of the Finance Committee, Church Administration (Executive Committee), and Church Council as requested.
- Report to the Church Council
- Part-time position with flexible hours of approximately 16 hours a month
- In the event of termination, either party will require written notice at least sixty (60) days in advance.

Our Mission: “Saved by the grace of God to witness and to serve others.”