

Treasurer

The Treasurer is focused on the mission of bringing people into an active faith in Jesus Christ. Their primary concern is accurate financial reporting and processes. They help the church maintain a strong financial position. The Treasurer is responsible for maintaining the budget, proper allocation of dedicated funds, payroll management, and ensuring audits are conducted. They work closely with the Pastoral team and Leadership Council.

First Church is looking for a Treasurer who...

Has faith in Jesus Christ.

Is friendly with people.

Enjoy fellowship in and outside church settings.

Knows when to follow and when to lead.

Bears fruit in the work they do.

Key Responsibilities

- Accountable to all accounts payable processes.
- Maintains financial record keeping in accordance with the Treasurers purview.
- Reconciles bank reports monthly.
- Prepares and delivers financial reports for the Leadership Council.
- Processes payroll according to state and federal regulations.
- Maintains staff financial records.
- Maintains all financial records.
- Ensures funds are allocated by their appropriate designations in accordance with state and federal regulations.
- Cooperates with all financial audits and follows all processes put in place.
- Evaluates and proposes ways to be more efficient in financial processes.
- Maintains strict confidentiality.

Key Qualifications

- Be a committed follower of Jesus Christ, seeking to know, love and serve God.
- Committed to the mission and goals of church.
- Flexible, energetic, and able to receive constructive criticism, responding with a positive attitude and desire for growth.
- Highly organized and has an exceptional attention to detail.
- Excellent verbal and written communication skills.
- High School Degree or equivalent
- Desire someone who is familiar with non-profit tax codes.

Finally, we minister as a family together, which means that everything in this church is our responsibility. If something needs doing, do it.