

# CHURCH TREASURER

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Name of Applicant: \_\_\_\_\_ Category: Hourly / Salary  
Credentials: \_\_\_\_\_ Department: \_\_\_\_\_ Church/School  
Wage Rate: \_\_\_\_\_ Hourly / Monthly Number of Hours per Week: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

## **JOB OVERVIEW:**

The church treasurer will assist the church with accounting for, depositing, and remitting charitable contributions and with accounting for and paying church expenses. The church treasurer needs to be a member of the Seventh-day Adventist Church and attend the \_\_\_\_\_ Church on a regular basis.

## **RESPONSIBILITIES shall include, but not be limited to the following:**

1. Receiving and recording tithes and offerings.
2. Preparing the weekly deposit, making the bank deposit, and receipting those deposits.
3. Keeping record of all giving.
4. Reviewing and paying all outstanding invoices and check requests from vendors and/or church members.
5. Forwarding a copy of the church ledger to the Conference Office each month by the due date.
6. Preparing and distributing receipts to church members on a regular basis.
7. Preparing monthly financial statements and reports for church finance committee.
8. Working with the church finance committee in managing the student tuition assistance process.
9. Participating in drafting the annual church budget.
10. Preparing and or providing all necessary documentation for the yearly audit of the church's accounting.

## **EDUCATION:**

General accounting knowledge, with two or more years of experience in accounting preferred.

## **SKILLS:**

Ability to pay attention to detail and accurately maintain the church's accounts. Knowledge and willingness to use computer accounting is preferred.

## **PHYSICAL REQUIREMENTS:**

Ability to sit for long periods, stand and walk occasionally, and speak, listen, read, and write is required. Some lifting of office supplies of up to 25 pounds is occasionally necessary.

**Statement of Understanding:** I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_