

**Title:** Assistant Treasurer

**Reports to:** Treasurer

**Summary:** The assistant treasurer is responsible for helping the treasurer oversee the overall administration of the financial assets of the church. The assistant treasurer will work directly with the treasurer to maintain the business integrity of the church body and faithfully stewarding the resources that God has entrusted to the church.

**Responsibilities:**

1. Along with the treasurer, Maintain/Supervise the church financial records, ensuring that board policies are followed, and that overall financial assets are appropriately managed/administered/stewarded
2. Assist the treasurer in ensuring that clear policies, internal controls and practices are in place that govern the collection, handling, recording, receipting, use and reporting of funds within the church
3. Alongside the treasurer, advise the Visionary Finance Committee and the Elder Board on the ongoing financial position of the church against the annual budget
4. May be asked to attend and participate in the Visionary Finance Committee meetings as needed
5. Provide information for the preparation of the Annual Budget
6. Assist in preparing financial reports for the congregation as directed by the treasurer

**Qualifications:**

- Be spiritually mature, with a vision for the ministries of the church.
- Good financial management and organizational skills.
- Ability to keep information confidential
- A member in good standing of the church.

