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| Job Title | Treasurer |
| Department | Administration |
| Reports To | Operations Director |
| Employment Status | Part-time, permanent |
| Exemption Status | Non-Exempt / Hourly, eligible for overtime pay |
| Expected Work Schedule | Flexible, Monday-Friday during the day, 25-30 hours per week \$26 per hour |

Summary

The Treasurer is responsible for the collection, recording, management, investment, oversight, and accounting of the church's resources that empower us in our mission. The Treasurer is responsible to help manage stewardship campaigns, maintain all financial reports, assist in payroll processing, audits and all matters concerning finances and budget of the church.

Job Responsibilities

- Budget
 - Work with staff and Leadership Council to develop a working budget.
 - Conduct periodic reviews with the Leadership Council.
 - Distribute approved budget to ministry leaders
 - Report giving information to the Lead Pastor and Operations Director as requested.
- Accounting
 - Maintain electronic record keeping that balances accounting on a monthly basis
 - Perform monthly reconciliation of general bank ledgers and bank accounts
 - Produce reports for Leadership Council and permanent record of current and ongoing financial position of the church
- Financial Processes
 - Pay bills/invoices and keep records of revenue deposits and expenditures for all church funds
 - Maintain Electronic Funds Transfer and Online Contribution Program
 - Maintain financial controls set by the Leadership Council
 - Distribute weekly/monthly giving reports to staff and Leadership Council members
- Reporting
 - Coordinate audits and proper filing to ensure legal and regulatory compliance regarding all financial functions
 - Provide annual fund balance information to auditor
 - File Fund Balance Report with Annual Charge Conference Forms
- Human Resources
 - Payroll files, timesheets, and payroll records including PTO, and employee benefits
 - Process payroll twice a month
- Communication

- Coordinate/Communicate with individuals regarding status of pledge and giving. Communicate as a representative of the church
- Personal Giving Statements prepared and distributed timely
- Acknowledge special gifts, memorial gifts.
- Communicate/coordinate with outside representatives, pastors, staff, congregation and general public
- Other duties
 - Ensure contributions are posted timely
 - Create/Provide special reports as requested
 - Attend meetings as required
 - Assist with various tasks and projects as required

Physical Requirements

- Ability to type and use a computer

Work Environment/Conditions

- Indoors, controlled environment with heating and cooling

Helpful Qualifications

- Bachelor's in Accounting or Finance
- Detail oriented
- Prior accounting/treasurer experience

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

First United Methodist Church of Blue Springs is an equal opportunity employer and is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.