

DERRY PRESBYTERIAN CHURCH

Position Description

Title: Church Treasurer

Reports To: Session

Approved On:

FLSA Status: volunteer

GENERAL FUNCTION: Supervises the management of the finances of Derry Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Oversee the church bookkeeping and accounting procedures including:
 - a. Establishment and maintenance of a double-entry bookkeeping system.
 - b. Collection and deposit of all church cash receipts.*
 - c. Recording and payment of all church bills.*
 - d. Recording and accounting of church annual estimates of giving.*
 - e. Preparation of payroll, W2 forms, and local, state, and federal taxes using paychex*
 - f. Preparation of the Annual Financial Statement of Activities and Position of the Church.
 - g. Preparation of monthly bank reconciliation.
2. Conduct and journal transfers between and deposits into investment funds per session approval.
3. Oversee the investments of the church in conjunction with the Stewardship & Finance Committee.
4. Assist the Stewardship & Finance Committee in the preparation of the annual church budget.
5. Work with the Financial/Office Manager in receiving and selling stocks and bonds donated to Derry Church.*
6. Provide the chairpersons of Session committees with monthly statements of the budget status for their committee.*
7. Present to the Session a monthly report of income and receipts for Derry Church.
8. Attend meetings of the Stewardship & Finance Committee and prepare a report for the Session.
9. Assist with annual audit/review with outside accounting firm.

**Financial/Office Manager takes the lead*

EDUCATION AND EXPERIENCE

1. Bachelor degree and / or relevant experience.
2. 3-5 years of accounting / bookkeeping experience.

SKILLS, ABILITIES, AND COMPETENCIES

1. Well-developed knowledge of accounting principles.
2. Attention to detail; zero tolerance for errors.
3. Knowledge or ability to learn Parishsoft Accounting Software
4. Excellent filing, recordkeeping skills.
5. Team player with well-developed interpersonal skills and positive attitude.
6. Ability to identify potential problems and suggest solutions.

7. Excellent verbal and written communications skills.
8. Strong PC literacy; command of accounting spreadsheets and formatting.
9. Excellent presentation skills.

BACKGROUND RELATED PREREQUISITES

All volunteers of Derry Presbyterian Church are required to produce current documentation or obtain the PA Child Abuse History Clearance, PA State Police Criminal Record Check, and a FBI Criminal Record Check

RELATIONSHIPS

The Treasurer is accountable to the Session and works cooperatively with the Pastor, the Chairperson of the Stewardship & Finance Committee, and the Financial/Office Manager.

EVALUATIONS

As a volunteer, there is no formal annual evaluation; however, there is ongoing monitoring of performance and feedback provided by the Stewardship and Finance Committee (FC). The SFC may request input from the Administrative and Financial Secretary.