

Treasurer

Mill Creek Parish United Methodist Church – Rockville, MD

Purpose

The Mill Creek Parish UMC is a growing, mission-focused church located at 7101 Horizon Terrace, Derwood, MD20855. We are seeking a part time (10 - 15 hours/week) Treasurer who will work flexible hours with limited need to be in the building.

Description

The Treasurer reports to the Sr. Pastor and provides accurate and timely disbursement of and accounting for church finances in cooperation with the Sr. Pastor and the Finance Committee. The Treasurer demonstrates good stewardship of the resources God has provided in performing duties and responsibilities in a manner that glorifies Jesus Christ and furthers the mission and ministry of Mill Creek Parish United Methodist Church.

General Duties and Responsibilities

- Using QuickBooks, track all disbursements, deposits, transfers, invoicing, and liabilities associated with the Chart of Accounts
- Track account balances and expenditures on all accounts and inform accountable leaders on a quarterly basis through reports.
- In conjunction with the Chair of the Finance Committee, manage all aspects of payroll working through ADP, ensuring that proper information is entered into ADP database for appropriate payroll distribution.
- Effectively implement procedures outlined by the Finance Committee, Stewardship Team, Sr. Pastor, and Staff Parish Relations Committee
- Exhibit strong integrity and confidentiality regarding financial information.
- Perform additional duties as assigned by the Sr. Pastor.
- Work with the Church's Financial Secretary to accurately record in QuickBooks the weekly offering deposits.
- Track and update electronic giving totals based on reports from the Financial Secretary.
- Work collaboratively as an integral member of MCP's Finance team under the leadership of the Chair of the Finance Ministry.
- Attends Finance and Church Council meetings as a resource for financial questions.
- Monitor cash balances in asset accounts to ensure adequate cash is maintained for Church operations. Advise Finance Team Chairperson before issues arise.
- Prepare and reconcile bank statements monthly and provide printed record in files.
- Download monthly reports containing Balance Sheet, monthly Profit and Loss, and monthly Budget vs Actuals and provide electronic copies to Finance Team Chairperson.
- In early January, with the assistance if the investment manager, update books to reflect previous-end-of-year statement balances and activities.
- Participate in Finance Committee meeting as a non-voting member.
- Prepare and mail tax and employee statements as required by law. Someone on Finance Team should oversee.

- Assist Finance Committee Chair with submission of tax information for Federal, State and local taxes
- Assist Finance Committee Chair with compilation and entry of financial budget with the Church's software

Minimum Required Skills Qualifications

- Excellent organization and time management skills
- Thorough knowledge of budgeting, accounting and financial management
- Technical ability to work with computers (Windows, MS Word, Excel, email), financial software (QuickBooks), Payroll system and office equipment (copying and scanning)
- Excellent people skills, attention to both precision and accuracy, reliability and punctuality required
- Must pass criminal background check

Preferred Educational Qualifications

- AA Degree in accounting or financial management, or equivalent experience

Work Remotely

- Yes

Expected start date: ASAP/No later than 11/15/25

Job Type: Part-time, 10-12 hours per week

Pay: \$22 per hour