

Job Description

Treasurer – St. Paul’s UMC (Kensington, MD)

- Position Title:** Treasurer
- Weekly Hours:** 25 hours (average). It is expected that the Treasurer will be in communication with the church office primarily during business hours (9:00 a.m. – 3:00 p.m., M-F). This position will also require physical presence in the church building in order to collect vouchers and prepare checks and for record-keeping purposes.
- Salary:** \$23,243/year. This is a part-time, salaried position. An employee benefits package is not offered with this position.

Definition: The Treasurer will be responsible for maintaining accurate records of the financial status of the church, paying the bills of the church in a timely manner, and providing timely and accurate reports to the Finance Committee and the Church Council.

Qualifications:

- Working knowledge of Quickbooks is a must.
- Accurate bookkeeping skills and general understanding of basic accounting principles.

General Responsibilities:

- The Treasurer will disburse all money contributed to the local church for both the general operating budget, any Capital Campaign accounts, Special Funds accounts, and various other church accounts (UMM, Youth) as may be necessary. The treasurer will keep accurate records of how money is spent.
- The Treasurer will handle the church finances according to the guidelines established by the Finance Committee for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The Treasurer will send all world service and conference benevolence funds on hand to the conference treasurer each month.
- The Treasurer works with the Financial Secretary to maintain records of all funds received. Designated gifts and bequests are managed by the Trustees in accordance with The Book of Discipline.
- The Treasurer works with the Financial Secretary and the chair of the Finance Committee to make regular financial reports to the Finance Committee, Church Council, the Charge Conference, and, in some cases, the Trustees.
- In order to maintain segregation of duties, the Treasurer will not be permitted to do more than one of the following tasks: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts.

Specific Responsibilities:

- Process invoices and vouchers for the General Fund, Capital Campaign, Special Funds accounts, and various other church accounts (UMM, Youth) as may be necessary;
- Process weekly deposits from Sunday offerings and various special offerings;
- Process deposits through ACH and online giving;
- Process deposits from miscellaneous deposits (i.e., Brookewood, Dyer Associates, room use, funds from stock donations, special events);
- Ensure monthly bank statements for all bank accounts are reconciled in accordance with current procedures of the Finance Committee;
- Prepare monthly finance reports for General Fund, Capital Campaign, and Special Funds accounts, and various other church accounts (UMM, Youth) as may be necessary;
- Coordinate with staff and committees in order to compile budget requests for use by Finance Committee and Church Council in preparing and approving the annual church budget;
- Invoice building tenants (i.e, Brookewood and Dyer Associates);
- Process employee information for outside payroll service;
- Process payroll records produced by payroll service;
- Pay choir substitutes and other contract employees, including maintenance of income records and issuing 1099s each year;
- Provide financial information for Annual Statistical Report to Church Conference;
- Coordinate preparation of Fund Balance Report for all church bank accounts;
- Maintain general tax information for sales and use tax exemption and annual Personal Property Tax;
- Maintain pension information for pastors;
- Maintain nursery time records for payroll;
- Attend regularly scheduled staff meetings and meetings of the Finance Committee, Church Council, and Charge Conference;
- The Treasurer reports directly to the Senior Pastor;
- All records will be stored at the church;
- Treasurer will work with account point person(s), Finance Committee and/or Senior Pastor to ensure Special Funds accounts with either a surplus or negative balance are distributed and closed or funds are identified to zero out negative accounts.

To apply: Contact Rev. Adam B. Snell, Senior Pastor, directly (absnell@stpaulsk.org, 301-933-7933 ext. 101) for more information or to apply for this position.