

POSITION DESCRIPTION

Position Title: Treasurer

Purpose of the Position: This position will be responsible for all financial aspects of Neelsville Presbyterian Church (NPC), with exception to receiving/depositing tithes, offerings, checks and pledges, which is managed by the Financial Secretary. The Church Treasurer is authorized signer on all bank accounts and is responsible for paying church bills, maintaining all church financial records, processing bi-weekly payroll and benefits. This position will be responsible for keeping church financial records in pristine order and providing them monthly and annually to the Budget Chair, Session and the congregation. This position also holds the Corporate Office of Treasurer of the Corporation for The Neelsville Presbyterian Church of Montgomery County, Maryland.

Designation of Exempt or Non-exempt: Non-exempt

Anticipated Days and Hours Worked: Part-time. Days may be flexible (approximately 20 hours/week)

Supervisor's Title: The Church Treasurer reports directly to the Head of Staff. This individual also works closely with the Financial Secretary, Budget Committee Chair, and Personnel Committee.

Rate of Pay: Hourly, \$23-\$26/hour; PTO, Holidays, Voluntary 403 (b), no health benefits

Qualifications: The ideal candidate will possess the following qualities and job skills:

- A committed believer in Jesus Christ, dedicated to the mission, vision and values of NPC.
 - An associates or undergraduate degree in Finance (or equivalent) preferred.
 - Attention to detail and organization demonstrated through previous job experience.
 - Excellent oral and written communication skills.
 - A committed team player who sees their job as a ministry and support function to co-workers, NPC committee chairs and Session.
 - Demonstrated knowledge in financial administration, focused on budget planning and bookkeeping.
 - Demonstrated proficiency in Microsoft Office with a willingness to learn Power Church software.
 - A dedicated willingness to maintain strict confidentiality of church finances and giving records both with co-workers and church covenant partners.
 - Ability to receive instructions from the Head of Staff and Budget Chair and execute the plan in an efficient, timely and complete manner.
 - Ability to work independently and without close supervision.
 - Possess a track record of timely dependability in previous jobs.
 - Ability to interact in a considerate and professional manner with NPC Staff, Committee Chairs and Covenant Partners.
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Job Duties: Following are the areas of responsibility for the Treasurer.

Manage Church Operating Funds:

Budgeting and Financial Oversight

- Assist Budget Chair with annual budget preparation, including committee requests, salary and benefit data, and expense trends.
- Monitor spending patterns and alert the Budget Chair of issues or concerns.
- Serve as liaison to Merrill Lynch Investment Advisors for operating fund investments.

Banking and Account Management

- Maintain signatory authority on all General Operating, Electronic Donations, and Mortgage Lending accounts.
- Act as backup signatory for Deacon Benevolence & Special Funds accounts.
- Monitor bank balances and initiate fund transfers as needed.

Accounting and Compliance

- Record income and expenses in POWER CHURCH.
 - Ensure compliance with financial policies and prepare for periodic reviews and audits.
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Perform Other Financial Duties:

Accounts Payable and Documentation

- Process online payments through bank services, ensuring proper authorizations and backup.
- Pay church credit card bills and review monthly reconciliation logs for accuracy.
- Store all financial documentation and supporting files on NPC SharePoint.

Deposit and Income Recording

- Obtain weekly Deposit Summary Sheets from the Financial Secretary and record deposits in POWER CHURCH.
- Run BREEZE reports for electronic deposits and enter them into POWER CHURCH.
- Review monthly entries for accuracy, budget alignment, and release of restricted funds.

Reporting and Reconciliation

- Prepare and distribute monthly financial reports for Session and committee chairs.
- Reconcile General Operating accounts monthly.
- Prepare monthly financial bulletins for the congregation.
- Prepare year-end financials and reports for the church and mortgage lender.

Payroll and Personnel Support

- Process bi-weekly payroll; maintain timecards, employee profiles, and payroll schedules.
- Onboard new hires and 1099 contractors, including background checks and I-9 processing.
- Maintain and update HR records for holidays, PTO, anniversaries, and benefits.

Audit and Administrative Support

- Assist Board of Trustees with Annual Property Returns and Workers Compensation audits.
- Communicate benefits changes with ECO Group Benefits Admin and update systems.

Meetings and Additional Duties

- Attend staff, Budget, Personnel, and Financial Oversight Team meetings.
- Complete additional financial tasks as delegated by the Head of Staff and/or Budget Committee Chair.

This is a part-time position, approximately 20 hours per week. You will be eligible for Personal Time Off (PTO) based on your regularly scheduled hours per week according to the Neelsville PTO policy. You will be eligible to voluntarily participate in NPC's 403 (b) Retirement Savings Plan.

NPC is an at-will employer and requires acceptance of personnel policies outlined in NPC's Employee Handbook.

Revised: 08/08/25