

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.65  
Subject Treasurer  
Effective Date 10/29/07  
Revised 1/13/09, 1/1/15  
Committee Personnel

Organization/Church Employees/Treasurer

Responsible to Office Manager and Senior Pastor

### Position Summary

The Treasurer is responsible for managing finances of the church and Child Care, including payroll, accounts payable, maintaining financial records, and preparing financial reports.

### Principle Accountabilities

1. Handles all payroll details for church and Child Care employees.
2. Handles all accounts payable for church and Child Care.
3. Prepares all federal, state, and local tax and payroll forms as required.
4. Ensures that the church complies with audit requirements and any ELCA or governmental regulatory requirements.
5. Prepares monthly and year to date financial statements for church and Child Care.
6. Maintains financial records as appropriate in accordance with accepted accounting procedures.
7. Attends meetings (as needed) of the Congregation Council, the Finance Committee and the Child Care Governance Committee in an advisory role and provides requested information.
8. Prepares annual- budgets for church and Child Care.
9. Prepares for and cooperates with auditors.
10. Prepares and makes payments for designated recipients of all benevolence funds and sends accompanying letters.

### Qualifications

1. Experience as treasurer of a company, large church or organization with payroll and significant cash flow.
2. Accounting education (4 year degree preferred).
3. Experience with accounts receivable, accounts payable, and general ledger.
4. Computer skills necessary: experience with Microsoft products, understanding of Excel and Shepherd's Staff, plus proficiency in Quick Books.
5. Excellent organizational skills.
6. Ability to communicate effectively in writing and verbally with others.
7. Independent work effort to implement congregational and committee decisions and to meet required deadlines