Sample Job Description\*

**TREASURER**

*Principal Function:* the church treasurer is responsible for the proper receipt, accounting, and disbursement of church funds within policies established by the church for adequate financial control. The treasurer’s work focuses primarily on financial records and payment procedures rather than the handling of cash. (In larger churches this duty is sometimes assigned to a staff member who works with all church financial matters.)

**Duties**

1. Keep accurate records in appropriate financial journals of all monies received and disbursed.
2. Reconcile monthly bank statements and correct ledgers as needed.
3. Sign checks in accordance with church policies and procedures, always verifying supporting data for each check request.
4. Make monthly and annual reports to the finance committee and the church.
5. Provide for records of individual contributions to be maintained.
6. Suggest possible investment opportunities; advise about bond purchasing.
7. Keep church staff informed of any trends or changes in fiscal matters.
8. Instill and preserve high financial morale throughout the congregation.
9. Submit accurate financial records of annual audit according to church policy.

**Relationships**

1. Serve as ex officio member of the financial committee. Confer with this committee in:
   * recommending and establishing policies related to receiving, accounting, and disbursing of church money.
   * developing the annual church budget and coordinating the annual stewardship campaign.
   * preparing and presenting a monthly financial report in the church business meeting. (Also confer with moderator about presentation of report.)
   * providing a continuing program of stewardship education for the church.
2. Receive copy of deposit slip and summary of receipts record from the counting committee after each deposit.
3. Work closely with the financial secretary in maintaining records of individual contributions.
4. Confer with the church staff members and deacons to maintain communication in financial matters of the church.
5. Work with staff members, officers, and organization in administering financial deals of church project.
6. At the requests of the finance committee, serve as an advisor to various requesting committees in preparing and maintaining their budgets.
7. Be available to help individual church members plan the person and family budget.
8. Serve as requested on the church council. Advise the council and various committee chairpersons about available funds and budgeted funds.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*