

Sample Job Description for Church Treasurer

The treasurer is the officer of the board responsible for the overall administration of the financial assets of the church, as directed by the official board and finance committee.

A church treasurer holds an important and vital position within the church ministry. The church treasurer represents the church within the community, with banks and business vendors or investors. The church treasurer has the role of maintaining the business integrity of the church body and faithfully stewarding the resources that God has entrusted to the church.

It is important that the treasurer be spiritually mature, with a vision for the ministries of the church. He/she must have the wisdom to understand that the financial assets of the church are only important as tools to further those ministries, and not important in their own right. In addition he/she should have good financial management and organizational skills.

Term of position: The church treasurer is elected by the society. The term is **X** years coinciding with the fiscal year of church business, January 1 to January 1.

Supervised by: Auditor, The Free Methodist Church in Canada (FMCiC) & Canadian Revenue Agency (CRA)

Reports Internally to: The Official Board & Society

Reports Externally to: The Auditor, FMCiC & Canadian Revenue Agency

Coordinates with: FMCiC, trustees, pastor, auditor, tellers, and others where finance is involved

Supervises: All church finances—receipts & disbursements

Responsibilities:

1. Maintain/Supervise the church financial records, ensuring that board policies are followed, and that overall financial assets are appropriately managed/administered/stewarded
2. Ensure that necessary insurance (property, officer's liability insurance with indemnification, etc.) is in place and reviewed/maintained
3. Ensure that clear policies, internal controls and practices are in place that govern the collection, handling, recording, receipting, use and reporting of funds within the church.
4. Oversee the collection of offering each Sunday
5. To keep clear, accurate and adequate records with supporting documentation of all church receipts and expenditures
6. Ensure the timely payment of accounts payable
7. Remit funds to CORE and Giving Streams
8. To provide a current itemized financial report(s) of funds for Official Board Meetings and at the annual society meeting
9. Advise the Official Board on the ongoing financial position of the church against the annual budget
10. Provide general financial information to FMCiC as required (payroll, benefits, budgets, etc.)
11. Chair (or alternately be an ex-officio member of) the finance committee
12. Provide information for the preparation of the Annual Budget
13. Prepare/Issue donation income tax receipts
14. File documents with Canada Revenue Agency (i.e. Charity report, GST/HST/QST receivable, etc.)

SCHEDULE OF LOCAL CHURCH TREASURER'S DUTIES

WEEKLY

- Ensure that the offering is counted, an accurate record (Tellers Sheet) is prepared and signed by two tellers and filed and the money is deposited in the bank
- Record offering envelopes and place them in a file
- Record the deposit in the ledger
- Pay bills scheduled for that week, record disbursements with cheque number and file invoices (stapled to cheque stub).

MONTHLY

- Reconcile bank statement with ledger. File the bank statement along with cheques (or copies of cheques provided by the bank).
- Prepare a monthly report (with year to date totals) for the board members
- Prepare next month's schedule of dates for paying bills
- Send a cheque to the FMCiC for Core (calculated as a tithe – 10% - of all donations to the local church less designated funds raised for Giving Streams, special short- term fund raising programs, capital campaigns or other designated gifts outside of the local church) and Giving Streams.

QUARTERLY

- Prepare and distribute the offering tellers schedule

ANNUALLY

- Provide information for preparation of the Budget
- Prepare year end statement
- Submit the records to be audited
- Provide information for the Pastor's Annual Report to the FMCiC
- File Canada Revenue Agency forms (i.e. Charity report, GST/HST/QST receivable, etc.)