

Position Description

Indian Heights United Methodist Church

JOB TITLE: Treasurer Exempt, Part-Time

REPORTS TO: Pastor and Staff Parish Relations Committee

JOB SUMMARY: The treasurer of Indian Heights United Methodist Church (IHUMC) will be responsible for maintaining accurate records, paying all church bills on time, filing all required tax reports, maintaining a running account of committee expenses and expenditures, and providing all documents necessary to the pastor and appropriate members of the Finance Committee. IHUMC has an average worship attendance of 55 and approx. \$200,000 annual budget. Submit cover letter and resume to revalihaynes@gmail.com.

PRINCIPLE RESPONSIBILITIES

The duties of treasurer will include but not be limited to the following:

- The treasurer will pay the regular and designated bills of the church.
- The treasurer will maintain accurate records and provide timely reports to committees and staff requesting regular budget updates.
- The treasurer will make sure quarterly and annual tax records are filed.
- The treasurer will provide the auditor with the appropriate documentation needed.
- The treasurer will carry out other duties as assigned by the Finance Committee or the pastor.
- The treasurer will attend the Church Council and/or Finance Committee meetings when their knowledge is requested.
- The treasurer will provide budget reports/updates to the committee chairman or staff member so that they may accurately and efficiently manage their budgets throughout the year.
- The treasurer will serve as the financial secretary inputting individual giving and sending quarterly reports

Schedule: 4/5 hours a week beginning in Jan. 2022. Hours are required to be in the church office. How that time is divided up by the treasurer is at their discretion within the given pay period as long as the bills are paid in a timely manner. Quarterly and year-end reports require additional time. Time also needs to be spent each week in making back-up copies of the accounts. Holidays, weekends, and evenings as required. PTO includes 3 weeks per calendar year. Sick time available per church policy.

OTHER ASPECTS OF THE JOB:

1. Perform all job responsibilities while demonstrating proficiency in the Indian Heights United Methodist Church guidelines
2. Perform functions of job according to agency policies and procedures.
3. Fulfill obligations as a mandated reporter of child abuse/neglect according to Kansas statutes.

QUALIFICATIONS:

- Basic knowledge of an accounting software (e.g., Quickbooks, Excel, and Access) and a background in basic accounting language, forms, and tax reporting.
- Familiarity with non-profit or church accounting practices.
- Excellent customer service
- Computer literacy
- Organizational skills
- Ability to keep information confidential