

Job Description
(A Church Treasurer)

Updated, April 3, 2022

Introduction

- Gloria Dei Lutheran Church in Tacoma WA is seeking a part-time experienced Church Treasurer. This position requires approximately an average of 5 hours per week.
- This job description is for the position of Treasurer for the Congregation. This person reports operationally to the church council monthly and to the congregation annually.
- The goal of this position is to provide the necessary management, and attention to detail to ensure that church financial matters comply with the Gloria Dei Lutheran Church, Federal, and state of Washington fiscal management and taxation requirements.
- Working with the finance ministry ensures that the church has adequate cash for operations, yet yields a profit from interest and investments, and maintains the financial flexibility required for major repairs.

Required Knowledge, Skills and Abilities

- Commitment to abide with and be guided by the values, vision and mission of Gloria Dei Lutheran Church.
- Bachelor's degree in finance, accounting, business, or economics recommended but not required.
- Accounting experience as a CPA, treasurer for a company or finance management, nonprofit accounting experience preferred.
- Must have strong general competencies with bookkeeping, financial auditing, investing, accounting, and processing.
- Must be trustworthy in all dealings.
- Must be familiar with the tax code as governs religious and non-profit entities.
- Must be willing to research and learn more about effective financial practices, accounting, bookkeeping and filing taxes.
- Must be able to work well with church staff, volunteers, committee members, and the church's leadership.

Essential Duties and Responsibilities of a church treasurer

- Collects and sorts the amounts of tithes and offerings each Sunday after services.
- Keeps detailed records of all financial transactions.
- Deposits the funds into the church's bank accounts and maintains receipts for records.
- Pays employees from the church accounts. Especially work with Southwest Washington synod for the pastor's salary, social security offset, benefits, and pension.
- Maintains tax records of employee salaries.

- Files the church's taxes and keeps and files all records regarding such transactions.
- Reconciles church bank statements, making note of any discrepancies and bringing them immediately to the church's council.
- Provide monthly financial reports for the church council. Track contributions and expenditures by month and make recommendations related to cash management.
- Invests large donations to supplement the church's trust.
- Participates in any financial audits.
- Payments for the church uses-phone, internet, utilities, property insurance, security alarm company, and etc.
- Communication with ELCA headquarter for donations and financial reports.
- Preparation proposed budget.
- Provide an annual financial report.
- Attends meetings with the church council to go over finances and stay aware of any upcoming expenses, events, or changes to the church's operation.
- For more detailed information, please click this followed link.
<https://drive.google.com/file/d/1dGZdYOcAnaWpQ8nGzkHYm8lcMwp3LfQe/view?usp=sharing>

Hours of work, Salary

- The work hours will be around 5 hours per week.
- Salary will be negotiable.