

# OUR SAVIOUR'S LUTHERAN CHURCH

## POSITION DESCRIPTION

- Position Title:** Part-time Treasurer who works from home.
- Effective Date:** To be determined.
- Reports to:** Church Council, with annual reviews.
- Related:** Finance and Facilities Committee
- Classification:** Part-time, Range of 10 to 15 hours per month  
Treasurer's position could be salaried or hourly and would be negotiable depending upon experience.
- Any change in salary and hours to be approved by Finance and Facilities, and then the Church Council.
- Benefits:** None
- General Statement:** OSLC Treasurer is a member of the "Ministry Team" and as such should exercise professional and courteous judgment in dealing with staff, church members, and general public. Quality work should be produced at all times to witness to the care and concern we all share for our Lord and the People of God called Our Saviour's Lutheran Church

### Position Description

The church treasurer works with the church's Finance and Facilities Committee, Pastor, Financial Secretary, and Church Council to manage the church's finances and attend to general bookkeeping, fundraising, and tax responsibilities.

### Essential Duties and Responsibilities of a Church Treasurer

- Receives collection report from Financial Secretary regarding total amount of tithes each Sunday after services which is deposited weekly by the Financial Secretary currently at Wells Fargo and input it into computer spreadsheet.
- Keeps detailed records of all financial transactions.
- Pays all church bills and employees from the church's accounts.
- Maintains tax records of employee salaries, total donor information, spending habits, and more.
- Files the church's taxes and keeps and files all records regarding such transactions.
- Reconciles church bank statements with the church's ledger, making note of any discrepancies and bringing them immediately to the Finance and Facilities Committee, Church Council and Pastor.
- Invests donations to supplement the church's trust.
- Tracks investments and delivers quarterly earnings statement to the church's Council.
- Presents a monthly statement on the church's finances to council and annual report to church members and donors.

- Participates in any financial audits.
- Prepares tax forms, such as W-2 or 1099, for church employees and Sycamore Preschool employees.
- Inspires confidence from the congregation and the church executive staff as to his or her integrity and ability.
- Attends meetings with the church Finance and Facility Committee and then Council on a monthly basis to go over finances and stay aware of any upcoming expenses, events, or changes to the church's operation.

### **Required Knowledge, Skills and Abilities**

- Must have strong general competencies with bookkeeping, financial auditing, investing, accounting, and processing.
- Must have knowledge of Quicken Books and general accounting.
- Experienced with effective use of technology; ability to use word processing, spreadsheet, internet, and other office software.
- Compile, type, format, and distribute to the congregation the Monthly and Annual Reports of the Congregation.
- Prepare and present a statistical report of the congregation at the annual meeting at the end of the year.
- Report to Finance and Facilities regarding contract and vendor agreements issues.
- Must be incredibly organized and have an exceptional attention to detail.
- Must be trustworthy and honest in all dealings.
- Must be committed to the mission and goals of the church.
- 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.
- Must be comfortable working without supervision, as this position is currently off site.
- Must be committed to the confidentiality of all donations and financial information.

### **Education and Experience**

- A Bachelor's degree in finance or equivalent experience in accounting, business, or economics recommended, but not required.
- Must have at least some experiences as a CPA, treasurer for a company, or finance management.
- The current Treasurer's computer is the property of OSLC along with the current software and will be assigned to the new Treasurer. Monthly and Annual fees will be paid by OSLC.
- Current Treasurer will provide training to the new Treasurer to allow a smooth transition to the position.

### **Contact Information:**

Contact Information: Applicant to submit a resume or application for the position. Please contact Our Saviour's Lutheran Church, 1015 Veneta Avenue, Bremerton, WA 98337. Phone number 360-479-6374 email: [oslc.bremerton@gmail.com](mailto:oslc.bremerton@gmail.com)

