

Role, Responsibilities, and Expectations Template

Role: Treasurer

The Treasurer is responsible for all funds and securities of the church. The Treasurer receives and provides receipts for funds and securities received and deposits all moneys received in the church's bank account(s). The Treasurer disburses funds as approved by the Finance Committee, delegated approvers, or authorized designated approvers.

Three or four Responsibilities and Expectations (Ranked in Order of Priority)

Essential Function or Category of a set of responsibilities needed to obtain the Organization's key objectives			3 (~hours or % of weekly activity)
Contributions/Receipts			
Capability-based Expectations and Comparative Advantage Contributions			
<ul style="list-style-type: none"> ○ Record receipts by contributor and account allocation in the spreadsheets provided by Miller weekly. ○ Deposit checks and cash in the church's bank account weekly. ○ Distribute contribution statements provided by Miller annually. ○ ○ 			
Essential Function or Category of a set of responsibilities needed to obtain the Organization's key objectives			3 (~hours or % of weekly activity)
Payroll			
Capability-based Expectations and Comparative Advantage Contributions			
<ul style="list-style-type: none"> ○ Facilitate and verify new employee documentation/paperwork is completed. ○ Calculate and submit payment requirements for bi-monthly payroll to Miller and verify output. ○ Coordinate with Personnel Committee for pay rate, benefits, and personnel policy decisions. ○ Distribute W-2s provided by Miller annually. ○ 			
Essential Function or Category of a set of responsibilities needed to obtain the Organization's key objectives			5 (~hours or % of weekly activity)
Accounts Payable			
Capability-based Expectations and Comparative Advantage Contributions			
<ul style="list-style-type: none"> ○ Process payment for goods and/or services received, or ministry support provided by MEBC. ○ Acquire and document approval for expenditure from authorized and/or delegated approver. ○ Document and submit payment requirements to Miller weekly. ○ ○ 			
Other Expectations and Comparative Advantage Contributions			(~hours or % of weekly activity)
<ul style="list-style-type: none"> ○ ○ ○ 			