
Church Treasurer**Aversboro Road Baptist Church Mission Statement:**

To proclaim the gospel of Jesus Christ and to minister to the needs of our Congregation, the Community, and the World, through the leadership of the Holy Spirit.

General Purpose of the Position:

The Church Treasurer is the Congregation's authorized agent to report receipts, record, be accountable for, and disburse by a properly authorized check, all monies or things of value in accordance with instructions from the Church.

Qualifications:

1. A spiritually gifted person with a confirmed finance and accounting experience background, sufficient to effectively and efficiently carry out the assumed responsibilities in a professional manner.
2. A spiritually matured Disciple of Christ with a confirmed ministry of service in a similar position of responsibility, and willing to expend the personal time and effort required to meet the needs of this important position.

Responsibilities:

1. To keep at all times, an itemized account of all receipts and disbursements, rendering an account regularly to the church, to be preserved by the Church Clerk.
2. To provide, on request, financial information to the Lead Pastor, Diaconate, and the Budget and Finance Committee.
3. To serve as a member of the Budget and Finance Committee.
4. To provide, upon request, the church books and fiscal records to the Auditing Committee.

Duties:

1. Reconcile deposits to the appropriate Teller's report.
2. Oversee entry of all checks in the Check Register and the Church Ledger.
3. All books will be balanced on a monthly basis, and annotated to the effect, that balancing has been accomplished.
4. Oversee preparation of monthly payroll checks for employees. See that records are made and appropriate payments made for all insurance, pension, FICA and tax requirements in accordance with regulations, laws, and church dictates.

5. Receive all unopened bank statements, review and reconcile monthly to the church ledger and register. Retain all bank statements as a permanent record. The church checkbook will be balanced independently of bookkeeping functions, and reconciled to statements to the general ledger as prepared by the bookkeeper.
6. Monitor the church loan/bond accounts to assure proper and correct processing and handling by the bank trust department. Verify that principal and interest amounts reflected are accurate and in agreement with church records and commitments. Post the resultant figures to the church journal.
7. Prepare, and submit in writing to the membership, a monthly report of the church's receipts, disbursements, and general financial condition. Written and verbal reports will be given to the Church Conference.
8. Prepare a detailed financial report at mid-year and year-end for presentation to the membership.
9. Be responsible for the training of the Assistant Church Treasurers.
10. Provide signature on checks prepared by the Financial Secretary. Ensure that appropriate authorization exists on purchase orders submitted by church staff and committee chairs.