

POSITION: **TREASURER**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION:

Should be spiritually committed to Christ and His Church. This commitment should be exhibited by a disciplined and well-ordered personal life.

Should be faithful in attendance of worship services and Sunday school and partake regularly in the Sacrament of Holy Communion.

Should support and actively participate in programs and activities of the church.

VOTING STATUS ON COUNCIL: Voting Member

STANDING COMMITTEE RESONSIBILITIES: None

SPECIAL COMMITTEE RESPONSIBILITIES:

Shall serve as a member on the compensation committee.

GENERAL DUTIES AND RESPONSIBILITIES:

Shall pay all bills approved by Council Directors, funds permitting. Use a check request or original invoice for a permanent record. Other payments may be made as provided by the constitution and its by-laws.

Shall maintain a record of monies deposited by the Church, as recorded on the Sunday deposit receipt.

Shall prepare a monthly and year to date summary of all receipts and disbursements, furnishing a copy to each member of the Council.

Shall prepare a monthly reconciliation of the bank statement on the Church's checking account. This balance must agree with the checkbook and with the general ledger balance sheet.

Shall prepare and maintain complete and accurate payroll records for all church employees, including the reporting of such information as may be required from time to time to comply with all state and federal regulations.

Shall pay all tax payments and deposits relative to payroll in a timely fashion as may be required from time to time by federal and state regulation.

Shall maintain at all times current and complete signature cards and other documents as may be required by any financial institution where the congregation has accounts or safety deposit boxes. Such accounts should allow for the Treasurer, President, and others as may be from time to time authorized by council to conduct business on such accounts.

Shall annually ask the President to appoint someone to audit books of the congregation, and shall provide access to such information as the auditor shall request.

SPECIAL DUTIES & RESPONSIBILITIES:

Shall perform duties as may from time to time be directed by the president and/or the church council.

MEETING ATTENDANCE & REPORT REQUIREMENTS:

Expected to attend all council meetings unless specifically excused by the president.

Expected to attend all congregational meetings and to prepare and present a semi-annual comparative record of items disbursed with items budgeted.

PERSONNEL SUPERVISION REQUIREMENTS:

None.