

Second Presbyterian Church

Treasurer

Date Job Description Approved by Session: _____

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL: https://www.growwithsecond.org/files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Treasurer (Employee) will carry out a ministry of administration by performing specific tasks related to the church's finances. This is a part-time position.

Minimum Qualifications:

1. Highest standards of ethics and accountability.
2. Familiar with bookkeeping practices, accounting and auditing procedures, and financial software (Quickbooks, MS Excel, Google et al).
3. Personal maturity, sound judgment, ability to work independently, ability to work well with volunteers, willingness to work with the Pastor and other ministry staff.
4. Proficiency using email, personal computer, and software listed above.
5. Eligible to be bonded (insured).
6. Available to meet during normal business hours; able to meet during evening meeting hours.
7. This person does not need to be an active member of Second Presbyterian Church.

Responsibilities:

Receive, disburse and execute investment decisions with the church's funds, accurately maintain the church's financial accounts and records, and provide reports, as directed by Session.

Specific Duties and Tasks include (but are not limited to):

Weekly

1. Disperse funds as authorized by the appropriate bodies through check requests; monitor bank account balances to ensure appropriate funds are on hand to disperse.
2. Maintain records of all financial transactions and accounts.
3. Maintain banking relationships and coordinate with the Funding Committee to ensure banking resolutions are up to date.
4. Maintain back-up copies of all computer-based church financial records.
5. Coordinate, monitor and manage payroll processing with payroll vendor/s (bi-

- weekly).
6. Manage the church's On-line Giving systems
 7. Execute investment decisions as authorized by the Session or authorized committees of Session. (Authorization should be in writing and directed to the Treasurer).
 8. Record contributions and other income to appropriate accounts
 9. Using appropriate software, record contributions by donor and account
 10. Using appropriate software, issue contribution statements to members at scheduled periods throughout the year.

Monthly

1. Reconcile all bank accounts monthly as the first part of the month-end closing process.
2. Provide monthly Treasurer's report of income, expenses, and account balances to Session and other reports as requested.
3. Assist in the preparation and publication of the annual budget and any capital campaign budget.

Annually

1. Support the Funding Committee by tracking and reporting on commitments to the annual pledge campaign and provide updates on status of pledge commitments as requested.
2. Provide an annual report of all income, expenses, and account balances to the congregation.
3. File Form 1099s annually with persons providing contracted services as Federal Law regulates.

On Going

1. Along with the Funding Committee, monitor all accounting and audit procedures for consistency with generally accepted accounting standards or practices and report any compliance issues to the appropriate church bodies.
2. Assist with the Annual Financial Review.
3. Work with the Board of Pensions to manage and maintain proper benefit enrollments
4. Perform any other duties related to this job function as assigned by the Session or Personnel Committee via Pastor/Head of Staff

Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as "Employee Handbook")
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: This is a salaried position. The employee in this position will manage their schedule to work an average of 20 hours per week throughout the year.

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last

known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Lead Pastor/Head of Staff.

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.