

Christiania Lutheran Church Treasurer Job Description

TITLE Treasurer

REPORTS TO Senior Pastor

POSITION SUMMARY

The Christiania Lutheran Church (CLC) Treasurer is accountable for the management of monies and financial records of the church. The Treasurer is responsible for the oversight and arrangement for the proper recording of all financial transactions and proper handling according to generally accepted accounting principles and Christiania's policies and procedures. The Treasurer is responsible for reporting to the Congregation Council financial conditions at the monthly meetings, ensuring audits are conducted in accordance with our constitution and the preparation of the annual budget and financial statements. The Treasurer is hired by the Senior Pastor in partnership with the Personnel Committee.

QUALIFICATIONS

- A strong understanding of generally accepted accounting principles and financial reporting requirements. A CPA is preferred.
- Familiarity with Budget development and budget variance monitoring.
- Possess the ability to meet deadlines, work under pressure, and preserve confidentiality.
- Strong ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
- A working knowledge of Icon Systems our church software system.
- A working knowledge of Microsoft 360 including Microsoft Teams.
- Strong preference for knowledge of ELCA and Lutheran practices.

EXPECTATIONS

- Maintain the highest level of confidentiality of financial matters of Christiania Lutheran Church.
- The Treasurer is a part-time position and averages 20 hours per month
- The Treasurer shall follow all policies set forth by the Financial Review Committee and the Constitution of the Congregation.
- Attend all Congregation Council monthly meetings. A Leadership notebook will be provided with council information and a Treasurer Instruction Book will be available for reference.
- The Treasurer will be a member of the Christiania Lutheran Church Financial Review Committee and will attend all monthly meetings.
- Work closely with the Office Manager/Bookkeeper, Financial Secretaries, and Auditors to oversee all financial matters of Christiania Lutheran Church to ensure proper procedure and a timely manner in handling financial affairs.
- The Treasurer will be familiar with Icon Systems software program and attend update workshops as needed.
- Responsible for updating the Instruction book for the Treasurer as changes are approved by the Financial Review Committee.
- The Treasurer will be a signer for the checking and restricted savings account at CLC. Signatures are required at New Market Bank and online banking passwords will be assigned once hired. The Treasurer will also monitor all **lines of credit** as determined by CLC.

- Use the treasurer@christianialutheranchurch.org email provided by CLC for all communications and any electronic account set up.
- Ensure any online accounts must be set up with dual access for both the Bookkeeper and Treasurer, using CLC email addresses, and maintained list in the church office.
- The Treasurer will not remove blank checks or financial documentation from church property.
- Upon resignation, termination or Leave of Absence, church property must be returned to church on the last day of work.
- Will be responsible for three keys for the following areas: church entry, financial file-counting room, locked file in church office.
- Has the ability to complete weekly, monthly, quarterly, and annual duties as assigned.

DUTIES

The Duties outlined below are detailed in the Treasurer Instruction Book and can be shared in the interview process.

Weekly

- Execute the Accounts Payable Process in partnership with Bookkeeper including signing manual checks.
- Review the weekly contributions and manage transfers
- Review and manage financial requests of Bookkeeper, Staff, or Congregation Council

Monthly

- Verify checking account reconciliation.
- Submit monthly reports to Congregational Council two days prior to meeting.
- Submit auditor documentation and reconciliation file by end of first week of new month.
- Attend Congregation Council and Financial Review Committee meetings.

Quarterly

- Research and reconcile any mistakes presented by the Audit Committee within the month received.
- Monitor, review, and transfer memorial money according to policy.
- Monitor payment of State and Federal payroll taxes.

Annually

- Prepare and support the preparation and presentation of the proposed annual budget.
- Verify all benevolences have been paid out for the prior year prior to closing the books on Icon.
- Prepare and assist the Council President with the documents for the annual report.
- Attend the Annual Congregation Meeting the last Sunday in January.
- Enter approved budget information in Icon after approval at annual meeting.
- Complete or assist in the completion of ELCA reports – Mission Support Report and Congregational Report (Parochial Report).
- Manage the annual process of storing and destroying financial files.
- Request approval from Congregation Council to pay recurring monthly and quarterly Utility Bills, Benefits, Benevolences, and contracted items at February Congregation Council meeting.