

TREASURER

The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Ministry Area/Department: Stewardship

Position: Treasurer

Accountable To: Pastor or executive pastor (and finance committee)

Ministry Target: Church

Position Is Volunteer

Position May Be Filled By: Church member

Minimum Maturity Level: Stable, mature Christian

Spiritual Gifts: Administration • Giving

Talents or Abilities Desired: Experience and/or education in the financial field

Best Personality Traits: Trustworthy • Honest • Sincere • Analyst-expresser or analyst dependable

Passion For: Good stewardship

Length of Service Commitment: Three to five years

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: one to two hours a week
2. Participating in meetings/training: one hour a month or as needed

RESPONSIBILITIES/DUTIES

1. Approve all disbursements.
2. Sign all checks drawn on church bank accounts.
3. Oversee management of church banking accounts.
4. Review monthly statements after reconciliation by financial secretary/bookkeeper.
5. Coordinate and schedule annual audit with an independent audit company.
6. Ensure payment of all missionary support and all financial obligations.
7. Serve on stewardship committee.