

# Church Treasurer Job Description

**Job Title:** Treasurer  
**Reports To:** Priest and Vestry  
**Position Status:** Part-time days (Non-Exempt) Mon-Thurs 4-5 hours/day (15-20 per week)  
**Position Pay:** \$15.00/hour  
**Contact:** Debbie Sansom/Treasurer 281-499-9602 opt 2 or [accounting@allsaints-stafford.org](mailto:accounting@allsaints-stafford.org)

**Overview of Position:** The treasurer is hired by the Vestry with the responsibility to maintain the Church's financial records, including but not limited to: general ledger, payroll, accounts payable and contributions.

## Job Responsibilities and Duties:

### Accounts Payable/ Receivable

- Process weekly cash deposits and make related journal entries.
- Monitor and maintain the cash flow.
- Process bills for payment and maintain records.

### General Accounting and Budgeting

- Assist the Church in preparing a yearly budget draft for review and adoption by the Vestry and Church.
- Keep accounts and funds current.
- Balance checking account and investment accounts.
- Assist in maintaining and revising written accounting procedures in the areas of: cash processing, general ledger, accounts payable, payroll, and fiscal oversight.
- Perform other necessary and related work as may be assigned.

### Payroll

- Process payroll on a biweekly basis.
- Pay monthly payroll taxes, file quarterly and annual payroll returns, prepare end of year W-2/W-3 forms, and maintain records.
- Prepare 1099 Forms

### Pledges

- Obtain and record pledges made during the annual stewardship drive.
- Keep accurate and current records of congregation pledges and contributions.
- Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- Prepare and send out quarterly and annual giving reports to contributors.
- Keep **confidential** all financial contribution information.

### Reports

- Back up reports, as needed or required.
- Submit to the church Vestry a general ledger transaction report on a monthly basis; provide detailed ledger entries to individual ministry teams as needed or requested.
- Prepare monthly financial statements for the Church Vestry. This will typically include balance sheet, income statement, and monthly pledging trends; statements may also include financial activities related to a capital campaign or other special financial circumstances, as requested.
- Present financial records to the Vestry at their monthly meeting.
- Prepare year-end financial reports for annual meeting.
- Prepare for and cooperate with those appointed to perform occasional audits of financial record.