

Our Saviour's Lutheran Church
Job Description
Church Treasurer

Position Description:

A part-time position to manage the financial activities of the congregation, including income and revenue, expenses and disbursements, payroll, assets and investments.

Accountability: The Church Treasurer is accountable to the Pastor, the Council President, and the Finance Committee Chairperson.

Responsibilities and Duties Including, but not limited to:

- Demonstrates an active relationship and commitment to following the way of Christ.
- Be knowledgeable about church finance and accountability.
- Oversee and account for assets and liabilities, according to decisions of the congregation, in a reasonable, ethical and legal manner.
- Use QuickBooks software and Power Church software for church accounting and contributions.
- With Finance Council Chairperson's approval, renew maturing CD's
- Provide budget information to council members as needed
- Responsible for counting and deposit of contributions; ensuring at least two persons are present during counting.
- Responsible for timely payments of expenditures, including payroll.
- Post transactions to the QuickBooks ledger.
- Post Contributions.
- Attend monthly Council Meetings, and other committee or congregation meetings, as necessary.
- Record all income, revenue, in-kind donations, receipts, expenses, disbursements, assets and liabilities, especially documents related to memorials, loans, mortgages, investments and payroll taxes.
- Reconcile Power Church balances to QuickBooks monthly report.
- Provide financial reports to the Church Council and Finance Committee on operating funds, non-operating funds, and cash balances / investments.
- Prepare and file quarterly IRS tax return, also File and Pay Labor and Industries report and File and pay Family Medical Leave tax report
- Make year-end account adjustments to non-budgeted accounts, general savings account, and Preschool accounts.
- Prepare year-end tax information including 1099-Misc and W-2 forms.

Position Qualifications:

- Documented Accounting instruction
- Practical accounting experience, preferably including QuickBooks
- Reliable, patient
- Ability to communicate with staff, council, and congregation members
- Washington State and Federal Background Check Required

Hours and Compensation:

- 20-30 hours/week, flexible.
- One week vacation after each successful year, with maximum two weeks.
- Nine paid holidays.
- Hourly rate set annually with budget
- Sign Employee Conduct Policy.
- Sign Child Protection Policy.

For more information, please email the church office: oslcstanwood@frontier.com.

To Apply, please send your resume to oslcstanwood@frontier.com.

