

# Union Baptist Church

## Treasurer

Union Baptist Church is a church dedicated to serving God and His people. We are currently seeking an experienced and passionate Church Treasurer to join our church community.

Responsibilities include managing church finances, record keeping, budgeting, cashflow management, and financial analysis. Candidates should have financial management and preferably treasurer experience in a ministry context. Proficiency in financial software, spreadsheet applications and accounting systems is important for efficiently managing financial records and reports. The treasurer handles sensitive financial information and must demonstrate a high level of integrity, confidentiality, and trustworthiness in managing church funds. Effective organization and time management skills are essential for handling multiple financial responsibilities, meeting deadlines, and coordinating financial tasks with church staff. Good communication skills, both written and verbal, are important for communicating financial information and collaborating with church leadership.

### Job Duties

Overseeing the collecting and to ensure the proper recording of tithes and offerings after Sunday service.

Accepting donations on behalf of the church, recording the amount and donor's name for tax purposes. Issuing receipts for large donations.

Keeping detailed records of all financial transactions.

Oversee the timely deposit of funds into the church bank accounts.

Managing the financial affairs of the church, including budgeting, reviewing account balances and investments of the church, tracking spending, and preparing financial reports.

Help to track expenditures and receipts associated with fundraising with the church.

Maintain accurate and up-to-date financial records, including funds, contributions, payroll, and other expenses. Use Intuit/Quickbooks to ensure accurate documentation and organization of financial transactions.

Assist in the monitoring of the church treasury. Collaborate with church employees, pastor or deacon to ensure responsible financial planning, setting goals, and making informed financial decisions.

Prepare financial reports, including income statements, balance sheets, and cash flow. Present these reports to church leadership, finance committees, and the congregation to provide transparency and accountability.

Coordinate the tracking and recording of church member contributions and donations. Generate contribution statements for tax purposes and provide regular updates to church leadership and members as requested.