

**Job Description**  
**Treasurer (Part Time)**

March 3, 2023

**Title:** Treasurer and Financial Manager  
**Reports to:** Staff Parish Relations Committee through the Pastor, and/or SPR chairperson, and/or SPR liaison  
**Direct Supervisor:** Pastor  
**Education-Experience, Required:** Small business or church bookkeeping and payroll experience  
**Hours per week:** 15

**Duties:**

1. Treasurer and Financial Management Duties:
  - a. Coordinates financial business of the church with the Finance Secretary.
  - b. Collects bills as they come in the office (via drop off or mail), filters through Pastor and/or Finance Chair for approval, pays bills that are approved.
  - c. Sets up electronic payments/bill payment checks/direct deposits on all accounts.
  - d. Assists Finance Secretary in automated payments/direct deductions for member tithing.
  - e. Prepares payroll for JWUMC staff.
  - f. Prepares payroll for Little Lambs Preschool.
  - g. Sets up payments for IRS payments and file 941 quarterly tax returns.
  - h. Prepares and files W-3 & W-2 forms annually.
  - i. Sets up electronic payments/bill payment checks/direct deposits for Little Lambs Preschool.
  - j. Keeps all financial records including general ledger, subsidiary ledgers, payroll records, checking accounts, savings accounts, trust accounts and non-budget accounts.
  - k. Maintains all budgets.
  - l. Receives reports of church accounts not run through the church and informs Finance Committee.
  - m. Prepares financial reports for Finance Committee; Church Council (when requested); Little Lambs Preschool; the annual charge conference; Missional Vital Signs; annual audit; IRS and other reports deemed appropriate during the year by the pastor or Finance Committee.
  - n. Advises and assists all work areas on the status of their accounts.
  - o. Works with all church work areas in budgeting and preparing reports, as requested.
  - p. Attends all finance committee meetings or provides treasurer's report if unable to attend.
  - q. Maintains up-to-date financial records on the church's accounting system, coordinating same with financial secretary and membership secretary.

**Terms of Employment**

- A. Salary: \$16,821 annually in semi-monthly increments.
- B. Leave: Two weeks per year.
- C. Hours: 10 hours weekly in the office and 5 hours from home. Specific office hours to be agreed upon with the pastor
- D. Working Compensation Insurance shall be provided as required by law.
- E. First three months on the job will be probationary. At the end of this term, our contract will become permanent unless either party decides to terminate our relationship.
- F. Resignation Notice: The employee will provide a written, 30-day notice of resignation. Employee will receive a 30-day notice of termination unless termination is for cause.
- G. All potential hires will be required to undergo a background check.

All employees must adhere to the *United Methodist Book of Discipline*. Employees will follow policies and procedures as established by John Wesley United Methodist Church.

**Eligible candidates should send a cover letter and resume to Debbie Rivenburg, search committee chair, at [sprchair@johnwesleyumc.com](mailto:sprchair@johnwesleyumc.com) and Rev. Bethany Douty, Pastor, at [pastor@JohnWesleyUMC.com](mailto:pastor@JohnWesleyUMC.com). Candidates will be required to complete a background and credit check and interview with the Staff-Parish Relations Committee.**