



Written 1/09  
(Rev.1 3/09)

## MT PLEASANT PRESBYTERIAN CHURCH

### POSITION DESCRIPTION

**POSITION TITLE:** Treasurer

**COMPENSATION STATUS:** Part time exempt

**PURPOSE:** The treasurer is responsible for managing the church finances in a manner that is consistent with PCUSA Treasurer Guidelines and Mt Pleasant Church requirements.

**QUALIFICATIONS:** A working knowledge of spreadsheets and accounting software (i.e. QuickBooks, Excel, Word, Publisher, Access, PowerPoint, etc). Able to apply accounting standards accurately and precisely. Knowledge of federal, state and local tax laws and the ability to electronically file reports and payments at various taxing agencies. Demonstrated personal integrity and ability to maintain confidentiality.

### **RESPONSIBILITIES:**

- Record and deposit all receipts, church and daycare
- Make timely payments for all expenses
- Maintain property and risk management insurance coverage for the church
- Collaborate with daycare director in setting policies, rates and wages
- Handle payroll for all church and daycare employees
- Manage all tax liabilities and reporting to government agencies
- Maintain accurate records of all transactions
- Reconcile bank statements monthly
- Prepare vouchers of disbursements for Session approval
- Report to the Session monthly
- Prepare year end donation records for contributors
- Prepare year end payment statements for daycare families
- Assist Budget Committee as needed
- Provide detailed records to Auditing Committee
- Prepare year end reports for records keeping and for Congregational Meeting
- Assist in church administrative duties (Refer to Administrator PD for specifics) and fill in for daycare vacancies (vacation or illness) as needed and able
- Maintain a good working relationship with all bodies within the church

**ACCOUNTABILITY:** Accountable to Mt. Pleasant Session through the Personnel Committee. Reports to Head of Staff for day-to-day operations. Accountable to various taxing agencies.

**RELATIONSHIPS:** Relates to Mt Pleasant Session, Head of Staff, and all other staff members.

**PERFORMANCE EVALUATION:** Performance reviews will be conducted annually by the Session Personnel Committee and referred to Session. The Session Personnel Committee will annually review the adequacy of compensation.

*Note: Mt Pleasant Church reserves the right to change and/or add duties to this position providing the changes and/or additions are consistent with the job classification.*