

# **CHURCH OF THE SERVANT CRC**

## **Grand Rapids, Michigan**

### **Job Description**

February 2012

**Position:** Treasurer

Non-exempt

Reports to Staff Administrator

### **Position Summary**

The treasurer manages the income and expenses of the church according to law and generally accepted accounting methods, with the goal of promoting the mission of the church to worship, make disciples, and reach out to our community.

### **Position Description**

The treasurer takes responsibility for accurate accounting of income and expenses, for paying bills and recording transactions. The treasurer assigns tasks to the assistant treasurer, whose major task is to record and report donations. The treasurer analyzes data for committees and Council, makes regular reports, and prepares the annual budget. The treasurer manages bank accounts and investments, serves as benefits administrator, and prepares payroll. The treasurer is expected to be aware of tax law as it pertains to church and clergy, and to engage an accounting firm to produce an annual financial review.

### **Essential Functions (Duties and Responsibilities)**

#### **Financial Transactions**

- Pay bills submitted by staff and make pre-authorized routine payments when accompanied by proper invoices, receipts, and explanations, and authorizations.
- Capitalize expenditures for building, grounds, and equipment that exceed \$1,000.
- Record depreciation.
- Make fund-to-fund transfers as required by the budget plan or otherwise authorized.
- File check vouchers with requests, receipts, and invoices.
- Open and close bank and brokerage accounts as needed or as advised by Finance Committee.
- Plan the annual budget process with Finance Committee. Request budget proposals and organize them into a spreadsheet. Update the spreadsheet throughout the decision-making process, and prepare versions for Council and Congregation. Finally enter budget detail into the accounting software system.

#### **Insuring Accuracy**

- Scan profit/loss detail reports for incorrect accounts or classes assigned to transactions.
- Reconcile all financial statements, payroll records, and IRS reporting documents to the accounting records.
- Follow up on uncleared checks.
- Require that all exchanges of money of any kind within the church go through the treasurer's office.

### **Relationship to Assistant Treasurer**

- Assign the tasks of reconciling bank accounts and making payroll journal entries to the assistant treasurer (another pair of eyes) to protect the integrity of the work.
- Advise the assistant treasurer as to how to record the varieties of income and donations.
- Oversee the assistant treasurer's tasks related to the pledging process and to the giving statements.
- Be sufficiently aware of the donation-recording process to be able to sub for the assistant treasurer if necessary.

### **Reporting**

- Update equity fund balances monthly from a QuickBooks class report.
- Prepare treasurer's reports for the Finance Committee and Council. Take time to ponder the data, to follow one's own curiosity, and to organize information into interesting and helpful reports, drawing attention to concerns and thanksgivings.
- Distribute monthly detailed transaction and budget reports to staff and committees.
- Prepare monthly Balance Sheets and Year-to-date Budget vs. Actual reports for Finance Committee. Prepare a Profit/Loss statement by class/fund each quarter, and email all of these financial reports to our mortgage lender at the end of each quarter.
- Report regularly to Council in format(s) requested by the Council President.

### **Compensation, Benefits, and Insurance**

- Work with our insurance agent regarding business owners insurance, including the workers' compensation audit. Obtain certificates of insurance from the church's vendors.
- Study benefit plan documents and administer pensions, health insurance, and disability insurance plans. Keep a benefits summary sheet for new or prospective employees as an addendum to the staff handbook. Keep employees informed about benefits and assist them with their questions.
- Prepare compensation sheets for employees at the beginning of each year, showing the salaries, wages, and benefits they may expect for the year. Also report compensation information to the denomination, to insurance companies, and sometimes to employees' mortgage holders or the Social Security Administration as is proper and necessary.
- Prepare payroll worksheets to be submitted to the payroll service. Inform the payroll service of changes in salaries, wages, allowances, tax withholding, miscellaneous deductions, pension contributions, health insurance premiums, and HSA deductions.
- Prepare new hire packets consisting of tax, benefit, and I-9 forms, Michigan New Hire forms, staff handbook, and other information as appropriate to the position. Collect, submit, and file forms.

### **Legalities**

- Observe legal requirements. Read *Church Finance* newsletter and Richard Hammar's *Church and Clergy Tax Guide*. Advise deacons and those who do fund-raisers. Display employment posters. Pay mileage at the IRS business expense rate. Submit annual corporation report to the State of Michigan each September. Keep old records for reasonable amounts of time.
- Contract with an accounting firm to prepare an annual review and financial report. Collect, review, and reorganize financial records as requested by the CPA. Be available to answer the CPA's questions. Carefully check the draft financial statements prepared by the CPA. Send a

copy of the final report to the mortgage holder. Offer copies to Finance Committee members and keep at least one copy in the church archives.

**Accountability**

- Generally responsible to the Staff Administrator, the Finance Committee, and the Council.
- Annual performance evaluation.
- Adherence to COS's staff handbook.
- Mutual accountability among fellow staff members.

To express interest in this position, send a letter and resume to Chuck Mast at [treasurersearch@coscrc.org](mailto:treasurersearch@coscrc.org) by March 31, 2012.