

First United Methodist Church of Olympia, Washington

The Mission of FUMCO is to make disciples of Jesus Christ for the transformation of the world by gratefully worshipping God, joyfully learning discipleship, gracefully cherishing one another, and faithfully serving the world under the guidance and through the power of the Holy Spirit.

JOB DESCRIPTION: CHURCH TREASURER

Rev. May 2013

Position summary:

The Church Treasurer assists the Business Administrator and Finance Committee of the church. Responsibilities include oversight of receipts, deposits, and disbursement of all church funds, maintaining the financial books, record keeping, paying bills, writing payroll, preparing and paying federal, state, and local business and employee tax and information forms and reports, and communication with the staff, the stewardship and finance committees, and lay leaders of the church. The Church Treasurer holds an important and vital position within the church ministry and represents the church in the community, with banks, and with business vendors. The Church Treasurer has a critical role in maintaining the business integrity of the church body.

Responsible to:

Serving under the guidance of the FUMCO Mission Statement, the Church Treasurer is directly responsible to the Business Administrator and works as a team member with the Lead Pastor, Business Administrator, and the Staff Parish Relations Committee (SPRC).

Hours and salary:

This is a salaried position consisting of twenty to thirty hours a week. Generally, it consists of daytime work at the church and one to two evening meetings each month with volunteer groups at the church. Starting salary depends on experience. Compensation is reviewed annually and set by the Church Council.

Duties and responsibilities:

1. Serve in a staff relationship to the entire church, with special responsibility to the Church Council, the Finance Committee, the Board of Trustees, the Endowment Committee, and the Memorials Committee.
2. Handle bookkeeping, properly balance the church's bank accounts and ledgers, receive and disburse church funds—both budget and non-budget.
3. Along with the Church Business Administrator, oversee the receipt, counting, recording, safekeeping, and deposit of church income.
4. Manage cash flow within budget allocations and policies of the church.
5. Maintain detailed financial records and summaries.
6. Timely provide monthly financial statements, annual reports, and other reports, such as financial reports to Ministry Teams, including investments and non-budget accounts reports) as required, and assist with annual audits.
7. Write the payroll (part monthly, part semi-monthly) and other compensation and reimbursements as needed.
8. Ensure compliance with applicable federal, state, and local reporting laws; monitor and pay payroll and other taxes as required; and ensure all tax reports are properly paid and timely filed.
9. Have familiarity with the local church programs, and with the organization, structure, and policies of the United Methodist Church.
10. Assist in the benevolence ministries (Helping Hurts and Help Us Move In Fund) in responsible disbursements.

11. Be available to attend group meetings or with individuals as needed.
12. Other duties as required, e.g., assist with operations of the church office.

Experience and skills required:

- Knowledge and competence in computer-based bookkeeping, accounting, and reporting (i.e., Quick Books Pro) for a nonprofit entity. Familiarity with fund accounting a plus.
- Effective computer skills, including word processing and spreadsheets (MS Word and Excel), communications, e-mails, and general website navigation skills.
- Knowledge and competence in federal, state, and local tax and information reporting compliance, including payroll taxes, IRS form 1099, and other applicable and tax and information reporting.
- Experience working with banking institutions on financial matters.
- Professional and courteous verbal and written communication skills in order to practice and foster effective communication within the church organization and its teams.
- Attention to detail and precision while maintaining a high ethical standard.
- Timely and consistent attendance and availability for work and meetings.
- Work well with a team.

Experience and skills desired:

- Previous church accounting experience.
- Baccalaureate or higher degree in accounting or closely related field.

Other:

- Background check is required of all staff.
- Preference will be given to a committed Christian who is an active member of a church; membership at First United Methodist Church of Olympia is not required.

To apply for the position of Church Treasurer, submit the following:

- Letter of application, addressing work experiences as outlined in the job description
- Current resume
- Three references providing the name, address, phone number, and e-mail address for each

Send all required documentation to:

First United Methodist Church, Attn: Davis Hylkema
1224 Legion Way SE, Olympia, WA 98501

Or e-mail: administrator@fumcoly.org with "Church Treasurer" in the subject line.

Review of applications will begin on June 2, 2013 and continue until the position has been filled.