

First Presbyterian Church of Port Angeles

Position Description: Church Treasurer

Purpose: To coordinate and oversee the financial accounting and finance management of the Church, including timely presentation of financial information, compliance, and record keeping.

Qualifications:

- Experience and proven responsibility in handling detailed financial information, budgeting, and required reporting
- Maintain confidentiality
- Participation in decision-making by providing overviews of the financial position and projections
- Proficiency with accounting software, such as Quick Books

Accountability: Accountable to the Session through the Stewardship Committee, and the FPC Head of Staff.

Responsibilities:

Budget – (The Church Fiscal Year is calendar, January-December.) Call for Committee and staff budget requests in October. Calculate pledges and recommendations on projected income. Prepare an annual budget and present to Session by January.

Finances –Keep updated the authorized signers on all Church bank accounts and investment accounts. Maintain the FPC General Ledger. Pay all bills timely. Maintain the Church Check Register. Prepare monthly financial reports to Session. Provide rental property information, income and expense to the Stewardship and Building, Grounds and Property (BGP) Committees.

Reporting – Prepare monthly reports for Session and a report for the Church Highlights newsletter. Prepare annual year-end financial report. Prepare other financial reports as required. All reports are to go through the Stewardship Committee first.

Compliance – Timely file all required reports for federal, state, local governments, and Presbytery, including Payroll Form 941 and Washington Department of Revenue Labor & Industries reporting. File IRS Form 1099-Misc, if required, for vendors, contractors, or services of more than \$600 per calendar year. Work with the Stewardship Committee to review financial activities annually. (Some of this work will be in conjunction with a third party payroll service.)

Records – Maintain financial records according to all applicable state and federal regulations.

Relationship: Works closely with Financial Secretary, Stewardship Committee, Head of Staff, and Church staff. Reports to the Stewardship Committee.

Evaluation: Annual evaluation by Head of Staff and Stewardship Committee.

Time Commitment:

10-12 hours/week

Compensation:

\$16-\$18/hour

July 2019