

CHURCH TREASURER

The church treasurer is responsible for preparing financial reports for Session, Presbytery and PC (USA). The annual church budget is prepared and administered by the Treasurers' office in conjunction with session teams, deacons, and the finance committee. The church accounting system from recording receipts, expenditures, bequests and memorials, church funds, investments and cash flow duties are maintained via a proprietary church system. Additionally, any tax-related matters are fielded through the Treasurers' office (e.g., income, payroll, sales and real estate).

The treasurer is also responsible for maintaining individual contributors' records and maintenance of the same in a proprietary church system. Weekly maintenance is required for up-to-date analysis for all church members and visitors. The treasurer has a key to the building, administrator's office and combination to the church's safe, and the Treasurer's office.

Time requirement is 1-3 hours per week, except when special reports and correspondence is scheduled – which may require another hour or two of work. Data entry, communications, and reporting is done at the church.