

Faith Lutheran Church

Job Description

Treasurer

Responsibilities

The treasurer will be an officer of the congregation along with the president, vice president and secretary. The treasurer will serve as the financial officer of the congregation.

Duties

- Being responsible for payment of all bills, invoices and charges
- Performing or overseeing all of the bookkeeping functions
- Preparing the monthly (or quarterly) financial reports for the church council
- Be aware of current tax reporting requirements and file all of the required federal and state tax forms
- Monitoring the cash position of the congregation and investing available funds as directed
- Borrowing funds as directed by the church council
- Providing the congregation with any requested financial information
- Assisting in the preparation of the annual budget for the church council

Sources

- Dale Johnson ELCA Financial Resources for Treasurers and Bookkeepers
- ELCA 2009 Model