

TREASURER

The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Ministry Area/Department	Stewardship
Position	Treasurer
Accountable To	Pastor or executive pastor (and finance committee)
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration • Giving
Talents or Abilities Desired	Experience and/or education in the financial field
Best Personality Traits	Trustworthy • Honest • Sincere • Analyst-expresser or analyst-dependable
Passion For	Good stewardship
Length of Service Commitment	Three to five years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month or as needed

RESPONSIBILITIES/DUTIES

1. Approve all disbursements.
2. Sign all checks drawn on church bank accounts.
3. Oversee management of church banking accounts.
4. Review monthly statements after reconciliation by financial secretary/bookkeeper.
5. Coordinate and schedule annual audit with an independent audit company.
6. Ensure payment of all missionary support and all financial obligations.
7. Serve on stewardship committee.