



## Pilgrim Treasurer Job Description

**Principal Function:** The church treasurer is a valuable member of the church staff. The treasurer is responsible for maintaining financial management and communication with Pastor, Church Council, and the Financial Advisory Committee.

**Position Type:**

- Part-time; hours may vary per week, but not to exceed a total of 260 hours per calendar year.
- Payroll; Monthly
- Flexible Schedule
- Annual Review

**Essential Duties and Responsibilities:**

Financial management, record keeping, payroll, reconciling bank statements, etc.

Federal and state tax reporting and tax 990 filing

Provide detailed monthly financial reports to the Church Council and attend other congregational meetings as required.

Serve as the Council's representative to the Finance Advisory Committee

Maintain bank statements and reconcile them with Pilgrim's books.

Work with the Finance Advisory Committee to develop the annual General Fund operating budget.

Review/audit all financial transactions of each of the finance committees (Building and Assets, Endowments, and Memorials) and the Deacon (Counting Team).

Review and verify the annual external audit as required for all church endowment funds.

Prepare and submit to the Church Council the Approved Proposed Budget for the upcoming year as well as the end of the year Financial Report, both of which are included in Pilgrim's Annual Report.

Have the ability to work with the various Finance Committees and teams.

Be familiar with accounting software and renew yearly.

Advise the pastor of significant giving changes of individuals as a possible pastoral care concern.

Supervise the Accounting Assistant Position.

**Required Knowledge, Skills and Abilities:**

Experienced and demonstrates proficiency in general bookkeeping practices and have a general knowledge of computer operation

Has no criminal convictions related to money matters

Maintaining strict confidentiality of all church matters and the personal financial affairs of congregational membership

Independent, able to set priorities, attentive to detail, great follow through and organized.

Supervisory duties for the Treasurer will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.

Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.

Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

**Education and Experience:**

Two or more years of college, or equivalent work experience in an accounting/finance related function

Prior experience with bookkeeping management.