**Job Description: Church Treasurer *I* Bookkeeper**

# Purpose:

To provide financial services to the church.

# Responsibilities:

* Enter weekly contributions to general fund, building fund, special funds, and donor designated funds, print reports accordingly
* Make deposits to bank
* Maintain and record all financial documents *I* records
* Keep confidential all financial contributions information
* Record and pay bills
* Process payroll on a weekly basis
* Maintain and report to lead pastor, church board & dept. heads the accounts of each church department
* Reconcile bank account each month
* Prepare year end financial reports, giving statements and tax forms
* Back up the computer system
* Perform other necessary and related work as may be assigned

# Qualifications:

* Authentic relationship with Jesus Christ as Savior and Lord.
* Love and respect for people.
* Sense of humor and positive attitude.
* A commitment to good relationships, teamwork and support of church ministries.
* Committed to the church's vision, leadership, and people.
* Dependable, responsible, self-motivated.
* Attention to detain and precision in account reconciliation and report generation.
* Dependable attendance.

# Responsibility For All Paid Staff To The Church

1. All paid staff will do to their best to uphold pastor's vision for church.
2. All paid staff will be completely loyal to pastor
3. All paid staff is allowed 2 weeks per year paid vacation. Any

extra time must be cleared through pastor.

1. Paid staff must be faithful to all church functions.
2. Paid staff must be active in altar times for themselves and also for the people they have charge of.
3. All paid staff will generally be involved in all church functions.
4. Each paid staff member must always have the church at heart & always be an open

advocate for the church. Never smearing the name of the church or its leadership.

1. Faithful, in their church attendance & giving.

I. Faithful, to preach & teach the full Counsel of God’s Word.

1. Must be faithful, as Gods role model.
2. Must be faithful, t6 uphold holy standards

L. Willing to give extra of themselves if need be to advance the kingdom of God.

**Remember:** These guideline & job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve on staff at our church.

As the pastor, this is my heart, my heart longs to be a scripturally based church. A church that desires to return to the foundation prescribed by Jesus Christ himself. I believe it will still work in today's world.