

Immanuel Lutheran Church

Job Description

Job Title: Treasurer

Year(s): 1996-2001

Reviewed by: Personnel Committee

Next Review Date:

Responsibilities:

- A. Primary Function: To supervise the completion of the financial records and the disbursement of funds necessary for the general working of Immanuel Lutheran Church. This function shall follow accepted accounting practices and sound money management.

Specific Duties:

A. Regular Duties

- 1. Administer all Immanuel funds.
- 2. Maintain, develop and improve the reporting and monitoring techniques used to communicate the financial status of the congregation.
- 3. Determine that all financial reporting requirements of government agencies are completed on behalf of Immanuel.

B. Monthly Duties

- 1. Receive the deposit reports and all bank accounts monthly, and reconcile them to the church accounting records.
- 2. Prepare a monthly report of the financial status of the congregation for the Congregation Council.
- 3. Attend council meetings to answer questions about the report.

C. Yearly Duties

- 1. Assist with and annual report of the financial status of the congregation.
- 2. Assist with the closing of the books for a yearly audit.

D. Occasional Duties

Work with the pastor, Congregation Council and the bookkeeper to prepare any special reports or gather any needed financial statistics.

Terms of Employment

- A. Time of Service: The Treasurer is appointed by the Congregation Council at its regular February meeting. The treasurer normally serves from February to February.
- B. Remuneration: We will pay you \$0000 per year minus any required withholding payable monthly.
- C. Will provide bonding.
- D. We will support you with Christian love and prayers. The Congregation Council and the pastor will help with guidance and advice. If any problems arise with other staff or congregation members we encourage you to deal with them through the Pastor and the Council.

We have reviewed this job description.

(Treasurer)

(Date)

(Personnel Committee Representative)

(Date)

