

**EMMANUEL LUTHERAN CHURCH**  
**JOB DESCRIPTION**  
**APPROVED JULY 14, 2020**

**TITLE: TREASURER**

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This is a Volunteer position that supervises the completion of the financial records and the disbursal of funds necessary for the general operation of Emmanuel Lutheran Church. This function shall follow accepted accounting practices and sound money management practices.

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**REPORTS TO:** Congregational Council/Pastor/Finance Committee

**QUALIFICATIONS:**

Must hold an Associates Degree or equivalent experience in the accounting field.

Must possess strong communication and computer skills.

**RESPONSIBILITIES:**

Regular Duties:

1. Reconcile income and dispersion of Emmanuel funds.
2. Maintain, develop and improve the reporting and monitoring techniques used to communicate to the Church Council, Congregation, Pastor, and Finance Committee and report the financial status of the congregation.
3. Determine that all financial reporting requirements of government agencies are completed in a timely manner on behalf of Emmanuel Lutheran Church.
4. Work with the pastor, congregational council, financial secretary, and church secretary to prepare any special reports or gather any needed financial statistics.
5. Ensure that the responsibilities and duties assigned to the Treasurer in the Constitution of Emmanuel Lutheran Church are performed as required.
6. Other Duties may be added, revised, or deleted by the Finance Committee, Pastor, or Congregation Council. The Finance Committee may devise a Task List for the Treasurer Position

Monthly Duties:

1. Receive the deposit reports for 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 and Finance Committee.
3. Attend Council meetings to answer questions about the report.

Annual Duties:

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

**TERMS OF POSITION:**

1. The Treasurer is appointed annually by the Congregational Council.
2. The church will provide bonding.
3. The Congregation Council and the Pastor will assist the Treasurer with guidance, advice or direction should problems or issues arise with staff, congregation members or the budget.

**“This DRAFT was developed as an Example of a Task List”**

**TASK LIST FOR THE EMMANUEL LUTHERN TREASURER**

**SCHEDULE OF DUTIES AND RESPONSIBILITIES**

**JUNE 2020**

**DUTIES AND RESPONSIBILITIES:**

1. Disburse all funds contributed to the Emmanuel Lutheran Church budget, keep accurate records of how funds are spent.
2. Prepare accurate monthly financial reports indicating the financial wellbeing of the congregation.
3. Work according to the policies and procedures established by the Finance Committee and Congregation Council.
4. Regularly participate in and report during Finance Committee, Congregation Council, and appropriate congregational meetings to inform the Finance Committee, Congregation Council, and Congregation of specific financial concerns.
5. Ensure there are adequate records documenting the assets of Emmanuel Lutheran Church for insurance and other purposes.
6. Make recommendations for the investment of excess funds when excess funds exist.
7. Ensure that all Emmanuel Lutheran Church property is appropriately and adequately covered by insurance for casualty and liability losses.
8. Ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
9. Maintain confidentiality of all financial information, especially that information relating to giving and givers.
10. Must have a working knowledge of the financial software and programs being utilized by Emmanuel Lutheran Church along with strong personal accounting skills.