

Milwood United Methodist Church

Job Description

Title: **Treasurer** (approved February 2023)

Reports to: Finance Chair, Pastor, and Staff Parish Relations Committee

Job Summary: The Treasurer's general responsibilities include working with the Pastor and the Finance Committee to develop budgets, handling church accounting and finances, presenting financial information to governing bodies, managing funds, and administering payroll and employee benefits.

Financial Administration:

● Payroll

- Prepares bi-weekly payroll with Payroll Mate software.
- Maintains Payroll Mate software, including adding new employees and updating as needed.
- Ensures W-4's are on-file, in the Finance office, for all employees; annually review to see if up-dates are needed.
- Maintains accurate records of all pay, regular and vacation, in employee files.
- Prepares annual Insurance audit of worker's compensation.

● State and Federal Reporting

- Files monthly Treasury, Tax and Loan statements on-line by 15th of each month.
- Files quarterly state tax reporting form 160 in a timely manner.
- Files quarterly Federal 941 reports on-line in a timely manner.
- Files W-2's and 1099-misc by January 31 of tax year.
- Files yearly tax reporting form in a timely manner.

● Disburse Funds and Maintain Records

- Maintains accurate, complete, and up-to-date records.
- Files all requisitions in appropriate accounts payable file based on due date in the month.
- Matches any requisitions with vendor invoices, as needed.
- Assigns software account number to each invoice, if not supplied by person requesting payment.
- Writes checks weekly for all approved operating and designated expenses, from correct fund.
- Pays all ministry shares and pension benefits monthly to Conference Treasurer.
- Executes all Electronic Bank Transfers, from operating to building and designated funds as needed.
- Review of liability accounts to ensure they accurately reflect church liability.
- Ensures Building Fund and Designated funds are properly maintained, transfers are made timely, and all income entered, as necessary.
- Ensures Endowment fund is properly maintained, and all income, contributions, expenses, and net value changes are entered as reported by the United Methodist Foundation.
- Maintains all bank accounts.

● Database Management

- Responsible for maintaining Shepherd's Staff as the System Administrator.
- Maintains chart of accounts, in adherence with system parameters.
- Maintains current vendor list up to date.
- Records yearly budget information, as approved by the Finance Chair.

● Communications Partner

- Prepares financial reports for Finance Chair and all Operations Team meetings, including Balance Sheet, Statement of income and expense for all funds, all designated and Building funds.
- Provides all bank statements and check registers to the Finance chair who responsible for reconciling accounts.
- Provides reports of all designated funds to Finance Chair and Ministry Heads responsible for budget area.
- Communicates with Financial Secretary and Finance Chair regarding contributor statements and state of church finances.
- Regular communication with Pastor and Finance Chair.

- o Coordinate with Finance Chair to provide financial information for annual reports, i.e., Annual Charge Conference and Annual Year-end report to Conference (Table II & III).
- o Works with outside auditor to ensure annual audit of all accounts.
- o Ensures that all members properly complete requisition requests.
- o Provides training to members and budget heads as to proper Milwood Financial procedures, as needed.
- o Provides input on annual budget preparation.

Other Duties:

- Attends staff meetings, monthly Operations Team Meetings, and other committee meetings if necessary. Also, attend the annual church charge conference.
- Helps support and fulfill the mission, vision, core values, and goals of the church alongside the Pastor and Church Ministry leaders.
- May include other jobs as assigned.
- Adheres to the Milwood UMC Employee Handbook.