

CHUMC Job Description

Position Title: Church Treasurer

Supervisor Title: Church Administrator

Classification: Exempt Salaried Part-Time

Personal Characteristics:

- Christian Character
- Chemistry with other members of the team
- Competence to fulfill assigned tasks

Mission: To support the ministry activities of the church by accounting for the flow of church funds, maintaining appropriate records and reporting to individuals and groups who are responsible for control of funds and assets.

Responsibilities:

- Work respectfully as a member of a team with other church staff in a way that will provide support for the team while helping to meet the goals and fulfill the vision and mission of the church.
- Accumulate and pay vendor invoices. Sign checks. File paid invoices. Maintain records in QuickBooks or other church-selected accounting software system.
- Prepare semi-monthly CHUM payroll and monthly Pre-School payroll.
- Maintain records of all receipts and disbursements.
- Weekly posting of Financial Secretary's report.
- Prepare monthly financial reports.
- Assist in preparing the Annual Budget.
- Make available records pertinent to annual audit.
- Other duties as requested by Lead Pastor, management teams or church administrator.
- Ensure continuity of operations by training backup.
- Administer the investment portfolio held at Morgan Stanley.

Qualifications:

- Extensive knowledge of accounting methods and systems, preferably of a non-profit nature.
- High level of proficiency in Excel and accounting software, particularly QuickBooks.
- Ability to meet with church administrator weekly.
- Ability to maintain strict confidentiality.

Physical Dynamics of Position:

- Able to work for extended periods of time at a computer terminal.
- Able to bend and reach and lift moderate amounts of weight.

Probationary Period: The employee's first six months will be considered a probationary period.

All Camp Hill UMC staff must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. See the full Safe Sanctuaries Policy for details.

