**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Church Treasurer**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The church treasurer will assist the church with accounting, including depositing and remitting charitable contributions, and paying church expenses. The church treasurer is a member of the Seventh-day Adventist church and attends the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ church on a regular basis. The treasurer performs duties as assigned using initiative and sound judgment. Advises pastoral staff on specific area of responsibility. Requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the pastoral staff. Work is performed with limited supervision. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to the senior pastor for help.

Essential Job Functions

The church treasurer’s responsibilities include, but are not limited to:

* Receiving and recording tithes and offerings
* Preparing the weekly deposit, making the bank deposit, and receipting those deposits
* Keeping record of all giving
* Reviewing and paying all outstanding invoices and check requests from vendors and/or church members
* Forwarding a copy of the church ledger to the conference office each month
* Preparing and distributing receipts to church members on a regular basis
* Preparing monthly financial statements and reports for the church finance committee
* Working with the church finance committee in managing the student tuition assistance process
* Participating in drafting the annual church budget
* Preparing and/or providing all necessary documentation for the yearly audit of the church’s accounting

Knowledge and Skills

* Pays attention to detail and accurately maintains the church’s accounts
* Knowledge and willingness to use computer accounting program

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* General accounting knowledge
* Two or more years of experience in accounting preferred

Physical Requirements

* Must be able to read, speak, hear and write.
* Must be able to effectively communicate both orally and in writing.
* Some standing, walking, bending, kneeling, carrying of light items, etc. required.
* Must be able to sit for long periods.
* Occasionally lifting up to 25 pounds of office supplies is necessary

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**