

**WESLEY UNITED METHODIST CHURCH**  
1160 San Bernard Street ~ Austin, Texas 78702

**JOB DESCRIPTION**

**JOB TITLE:**                   **Treasurer**

**REPORTS TO:**               **Senior Pastor**

**INTERACTS WITH:**

Committee on Staff/Pastor/Parish Relations (Chairperson or designee); Finance Committee; Board of Trustees; Administrative Board; Financial Secretary; Council on Ministries; Church Employees; Church Members

**Qualifications:**

College Education with a good understanding of basic accounting and bookkeeping concepts. Understands and can develop and control operating budgets. Have prior analytical skills to assist in explaining trends and deviations to targets. Excellent communication and interpersonal relationship building skills. Exhibits professionalism and can manage activities of others.

**JOB SUMMARY:**

Responsible for maintaining and safeguarding all finances and financial records of the Church.

**PRIMARY RESPONSIBILITIES:**

- Executes most of the financial decisions made by the Finance Committee.
- Maintains control of and manages Church receipts and disbursements.
- Deposits all receipts into authorized Church bank accounts on a timely basis.
- Maintains Church checkbook and makes timely and proper payments as per the approved budget or by direction of authorized Church Committee.
- Reconciles all bank accounts monthly.
- Assists and coordinates as required with all Church banking relationships.
- Prepares a weekly report of all financial transactions and distributes to the Pastor, Finance Committee and Administrative Board.
- Responsible for the timely payment of all Church employees and contract personnel per authorization of the Staff/Pastor Parish Relations Committee.
- Responsible for the proper withholding and reporting of Federal, State and Local taxes as required by law.
- On a monthly basis, provide reporting of all actual financial transactions.
- Serves as Chief Financial Officer in the resolving of any and all questions surrounding Church financial transactions.
- Responsible for ensuring a proper internal controls and audit trails are in place regarding all financial transactions.
- Coordinates work efforts with financial clerk.
- Coordinates financial data requests from other church Committees as required.
- Serves on the Church Finance Committee.



**WESLEY UNITED METHODIST CHURCH**  
1160 San Bernard Street ~ Austin, Texas 78702

**JOB DESCRIPTION**

**JOB TITLE:**                   **Financial Secretary**

**REPORTS TO:**               **Senior Pastor**

**INTERACTS WITH:**

Senior Pastor; Committee on Staff/Pastor/Parish Relations (Chairperson or designee); Finance Committee; Board of Trustees; Administrative Board; council on Ministries; Church Treasurer; Church Employees; Church Members

**QUALIFICATIONS:**

College Education with a good understanding of basic accounting and bookkeeping concepts. Understands and can develop and control operating budgets. Have analytical skills to assist in explaining trends and deviations to targets. Excellent communication and interpersonal relationship building skills. Exhibits professionalism and is trustworthy.

**JOB SUMMARY:**

Responsible for assisting in the maintaining and safeguarding all finances and financial records of the Church. to include budget preparation, monitoring, reporting and analysis.

**PRIMARY RESPONSIBILITIES:**

- Assists in the maintaining of all Church receipts and disbursements.
- Assists in making deposits of all receipts into authorized Church bank accounts on a timely basis in absence of Church Treasurer.
- Assists in maintaining of Church disbursements and makes timely and proper payments as per the approved budget or by direction of authorized Church Committee, when required.
- Reconciles all bank accounts monthly, including payroll, and operating accounts.
- Assists and coordinates as required with all Church banking relationships.
- Prepares a weekly/monthly actual to budget report for current year financial activities and distributes to the Pastor, Finance Committee, Administrative Board and Church congregation.
- Responsible for the timely payment of all Church employees and contract personnel per authorization of the Staff/Pastor Parish Relations Committee.
- Responsible for the proper withholding and reporting of Federal, State and Local taxes as required by law.
- Responsible to ensure that proper payments are made to Federal, State and Local authorities as required by law.
- Responsible for producing and issuing all W2s and 1099s for all employees, full time and contract.
- Serves as a key financial resource in the resolving of any and all questions surrounding Church financial transactions.
- Responsible for ensuring a proper audit trail is in place regarding all financial transactions.
- Coordinates work efforts with Church Treasurer.

## JOB DESCRIPTION, Continued

**JOB TITLE:**                      **Financial Secretary**

- Coordinates financial data requests from other church Committees as required.
- Serves on the Church Finance Committee at the request of the Finance Committee.
- Provides financial analysis relating to trends and insights on any significant financial impactors.
- Maintains the highest level of integrity and professionalism.
- Collects mail relating to financial transactions and ensures proper distribution to other Church authorities as required.
- Other related duties as assigned.

### **SALARY AND PAYMENT SCHEDULE:**

- The Church Financial Secretary will be paid monthly as a contract employee.
- Wesley United Methodist Church of Austin, Texas will provide the Church Financial Secretary with the Internal Revenue Form 1099.
- The Church Financial Secretary shall be responsible for submitting the appropriate form(s) to the appropriate agency or agencies.
- The appropriate bodies of the church are responsible for any amendments to this document.

### **SIGNATURE OF RECEIPT AND UNDERSTANDING:**

I have been given the opportunity to review this document in its entirety. By signing this document, I agree to all provisions as stated.

Service Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Committee on Staff/Pastor/Parish Relations, Chairperson or designee

**Approved by SPPRC on 08/21/06**