

Job Description: TREASURER
First Presbyterian Church of Mount Vernon, Iowa

Responsibilities: The Church Treasurer works with the Financial Secretary and the Finance Committee to help implement the policies of the church's finances.

Authority: The Church Treasurer, as needed, shall have access to all income and expense reporting, payroll data, and other pertinent financial data and records of the church.

Accountability:

- to the congregation to ensure that God's gifts are managed with sound and generally accepted accounting procedures.
- to the Session and Finance Committee for providing reports and recommendations in a timely manner.
- to maintain strict privacy of financial data to protect the integrity of the church and the privacy of the congregation.

Qualifications: The Church Treasurer should have experience with budgets, financial software, basic accounting and a basic understanding of the church's operations.

Position Status: Elected by the Session for a 2 year term. Elected at the Annual Meeting to serve as Treasurer of the Corporation.

Compensation: Job requires approximately 4-5 hours per month. Compensation is \$150 per month, or \$1800 annually.

Job Responsibilities and Duties:

- Oversight of the financial record keeping of the church
- Disbursement of all funds contributed to the local church budget, keeping accurate records of how funds are spent.
 - Check all invoices for accuracy and appropriateness before paying
 - Work with Financial Secretary in any way needed to help with the accurate recording of individual gifts and other contributions
- Contact person for CPA doing Payroll
- Reconcile and manage church financial accounts and investments
- Prepare monthly financial reports for Session and be available to answer questions as needed.

- Prepare financial reports for the yearly Annual Report of the Congregation and be available to answer questions at the Annual Meeting of the Congregation.
- Assist with annual stewardship campaign
- File Bi-Annual, State of Iowa Non-Profit Status

If you are interested, please contact Pastor Lori Wunder (319-431-2227 or Lewunder@gmail.com).