

## Treasurer and Financial Administrator

Executes all financial decisions made by the Finance Committee (unless otherwise designated) and performs the normal duties expected in handling funds and keeping accurate financial records for Union Chapel Indy.

- The Treasurer/Financial Administrator takes work direction from, reports to, and is accountable to the Senior Pastor.
- Financial accountability is to the Union Chapel Indy Finance Chair and Church Council.

Special Note: Under current insurance coverage with Mennonite Mutual Insurance, effective 1/1/2021, we have bonding coverage in our multi-peril policy that covers anyone who handles church finances, both volunteer and staff.

### Tasks include, but are not limited to:

- Provide statistical and financial reports to church leadership as requested.
- Keep accurate and detailed records.
- Disburse funds to the causes for which they have been contributed.
- Perform general bookkeeping for accounts receivable and accounts payable functions.
- Receive invoices and distribute to proper area for review and voucher processing.
- Write checks for accounts payable.
- Prepare bi-weekly payroll, processing and paying all required Federal and State taxes.
- Prepare all annual reports to local and state governments, as well as process or oversee processing of all tax concerns.
- Balance the church's books monthly.
- Prepare monthly financial reports.
- Prepare all monthly and Annual Conference financial reports.
- Prepare annual budget for distribution to Finance Committee.
- Record individual offerings.
- Prepare and mail each church member's Statement of Giving reports at designated times throughout the year.
- Record and tally pledges during the annual stewardship campaign.
- Prepare various reports as requested by Senior Pastor and Finance Committee.
- Participate in and provide appropriate support for annual financial audit or review.
- Develop processes, procedures, forms, filing and retention systems for financial operations to be managed in-house. Develop documentation for such processes and procedures and maintain such documentation in an ongoing manner as changes occur.
- Maintain confidentiality of contributions as per Finance Committee and Church Council current policy.

### Other Duties

- Serve as member of the Finance Team.
- Work with the designated money counters. Receive, from the money counters, a deposit slip indicating the amounts deposited, along with the statement recording the sources of all funds received and the purposes for which they were given. The money counters will provide a list and/or envelope indicating the amount to be posted to individual accounts of giving.
- Administer the church's online and electronic giving.
- Work with the chairperson of the Finance Team. Any questions about policies or procedures in handling are to be cleared with the chairperson.
- Work with individual selected to perform church's annual financial review to insure that it is completed and filed in a timely manner.

## Job description

- Work with the Treasurer of the Conference, as needed.
- Work with the Senior Pastor as the person responsible for all of the work of the local church.

## General

- Attend staff meetings, assigned staff teams, and various short term planning groups as needed
- Other duties as the ministry requires and directed by the Senior Pastor

## Skills and gifts:

- Accounting or bookkeeping background and experience with proficiency with Google Sheets, Quick Books Online, Bill.com, Tallie, ADP.
- Strong verbal and written communication skills
- Display appropriate standards of confidentiality
- Experience church finances preferred
- Collegial working style and ability to work collaboratively as a member of a team
- Ability to work independently
- Ability to juggle many projects and priorities simultaneously
- Be proactive, highly organized, and detail oriented
- Personal commitment to Jesus and the work of the Church

Revised: October 2021