

Perry United Methodist Church

Treasurer Job Description

Treasurer: Perry United Methodist Church is posting a part time job as treasurer of the Church.

Job Responsibilities:

Each Month

- Pay bills each week and Payroll twice each month, record weekly deposits
- Maintain files of paid bills, bank statements, payroll information, etc.
- Prepare financial report for Leadership Committee
- Attend Leadership and Finance Committee Meetings
- Prepare hardcopy of computer records for audit committee
- Prepare year-end reports
- Prepare reimbursement checks
- Monitor email account
- Assist with Budget preparation
- Attend Finance meetings
- Work with Financial Chair for reconciling bank statements each month
- Must be computer literate with knowledge of accounting and Quickbooks a plus, we are willing to train

Salary: This position is approximately 10 hours per month, \$4500 per year.

Work will be done at the church office; other staff will be present at office.

If interested please contact Mary Jaques, SPR Chairperson, (440) 862-7411.

Accountability: the Treasurer is hired by the Staff Parish Ministry and responsible to the Pastor of Perry United Methodist Church.