

Job Description: Treasurer

Our purpose at The United Methodist Church of Macedonia is to Love, Praise and Glorify God. The Treasurer maintains the monetary assets of the church and must be able to keep our Purpose central to the work that we do.

Reports to:

- Senior Pastor

Guiding principles:

- To Love Praise and Glorify God;
- Be an example of our principles: Humility, Grace, Prayer, Love, Compassion and Service;
- Maintain the confidentiality of all financial matters and those involved;

Job Responsibilities:

Typical responsibilities, other responsibilities may be added when deemed appropriate:

- Payroll processing of Church staff;
- Tracking and accounting of weekly offerings;
- Maintain online giving program;
- Timely payment of Church bills and obligations;
- Generate accounting reports for Unified Church Board, Senior Pastor and Leadership as needed;
- Financial vision to anticipate and identify potential financial issues or opportunities and communicate those to Unified Church Board and Senior Pastor;
- Attend Unified Church Board meetings
- Participate and collaborate with Unified Church Board, Senior Pastor or other leaders on projects involving finance as needed;
- Additional support as needed by the Senior Pastor;

Minimum qualifications:

- Proficiency with Microsoft Office programs
- Proficiency with PowerChurch Program;
- Finance, Bookkeeping or Accounting experience;

Compensation and benefits:

- Part-Time position
- Salary and benefits at the discretion of the Senior Pastor and Unified Church Board.

