

A church treasurer is a vital, often volunteer, officer responsible for managing a congregation's financial assets, records, and reporting with high integrity. They oversee banking, payroll, budget preparation, and tax compliance, ensuring funds are used to support the church's ministry goals.

### **Key Responsibilities**

- **Financial Management:** Receive, record, and deposit all tithes and offerings; pay bills/vendors; manage payroll
- **Reporting:** Prepare monthly/annual financial reports for the board, finance committee, and congregation.
- **Compliance & Audit:** File federal/state/local tax forms, issue donor contribution statements, and ensure compliance with internal controls and legal regulations.
- **Budgeting:** Collaborate on developing the annual church budget.
- **Banking:** Reconcile bank statements and manage bank relationships.

### **Required Qualifications**

- **Integrity:** High level of honesty and confidentiality, often requiring a background check.
- **Skills:** Proven experience in bookkeeping or accounting; proficiency in financial software (e.g., QuickBooks, ChurchTrac).
- **Organizational skills:** Strong attention to detail for tracking expenses and managing assets.
- **Spiritual Maturity:** Understanding that finances support the broader ministry mission.