

**OFFICE OF TREASURER
ST. PETER'S EV. LUTHERAN CHURCH**

June 2018

QUALIFICATIONS

- Complete understanding of accounting principle and techniques
- Associate degree or higher or related work experience in accounting
- Trustworthy conscientious, dependable
- Good communication skills

HOURS

Flexible hours needed to complete job responsibilities

RESPONSIBILITIES

See accompanying listing

ACCOUNTABILITY

- Serves as an Officer of the Congregation and is accountable to the congregation. As an officer, the Treasurer is a member of the Executive Committee.
- Reports to chair of Finance Committee
- Prepares financial reports for and attends Congregation Council meeting for the finance portion of the meeting
- Prepares financial reports for congregational meetings

TREASURER DUTIES – ST. PETER’S EV. LUTHERAN CHURCH

June 2018

WEEKLY

1. Input Financial Secretary report into QuickBooks to proper accounts with memo notes for account’s: 406 – General Fund and 481 – Memorial Account
2. Collect invoices, identify due dates, prioritize payments
 - a. Enter and charge to correct account for budget comparison
 - b. Pay Invoice
 1. Print Checks and secure 2nd signature for mailing
 2. On-Line Payment
 3. Direct Withdrawal
3. Transfer funds from Money Market Acct. to Checking Acct. in both QuickBooks and the bank.
4. If funds are required from the Investment accounts, contact Finance chair and/or internal St Peter’s Investment advisor for proper transfer.
5. Compare all account balances in bank with balances in QuickBooks
6. Be available on Sunday mornings for questions and written check 2nd signature signing
7. Mail or distribute checks to ensure timely payment.

BI-WEEKLY

1. Collect time sheets for Office Coordinator and Sexton
 - a. Ensure that they have been signed by Pastor and Property Chair respectively
 - b. Verify hours submitted
2. Send e-mail to payroll provider for delivery to employees for 15th and end of month. If payday falls on a weekend, the pay date becomes the preceeding Friday.
3. Transfer funds from Money Market to Payroll Account ensuring that both bank and QuickBooks have sufficient funds in Payroll Account.
4. Enter payroll into QuickBooks by employee and compare to budget
5. Distribute payroll information to individuals and agencies.

MONTHLY

1. Enter tax payments to state (E-Tides) and federal (EFTPS) systems on-line
2. Prepare reports and attend Finance Committee and Council (Tuesday before Council meeting and 2nd Thursday of each month respectively).
3. Reconcile bank accounts between bank statement and QuickBooks.
4. Issue invoice to Capri for car lot rent and other charges.
5. Pay Portico (Pastor's Health Insurance), Food Bank Donations and NEPS Benevolence/World Hunger – non-invoiced items.

QUARTERLY

1. Complete and send quarterly reports to Department of Treasury, State of PA, Allentown City Taxes, and Local LST Taxes. (State and Federal forms are provided by JetPay) (City and Local Tax forms are provided by Berkheimer and Associates). All are completed by the Treasurer.
2. The following fund balances should be provided for council review:
 - a. Memorial Account
 - b. Investment Account (MIF – Mission Investment Fund and ELCA Endowment Fund)
 - c. Major Projects status i.e. Bell Tower loan
3. Reconcile QuickBooks to balances reported in investment accounts
4. Provide budget comparison reports to committee chair persons.

YEARLY

1. Provide budget worksheets for each committee's review in preparation for following years budget (August/September) for congregational meeting in November. Attendance required.
2. Prepare the budget for presentation to the Council and congregation as directed by the Finance Committee.
3. Ensure that all donations made through account 406 with memo designation and donations to Synod and Food Bank are reconciled and payments made in the proper year.
4. Deliver W-2's to all employees by mid-January. (JetPay provides)
5. File by mailing JetPay provided year end payroll reports to the various governmental agencies by mid-January.
6. Reconcile QuickBooks to balances reported in investment accounts and report at the annual meeting.
7. Provide Treasurer's Report and other miscellaneous reports as required for the annual congregational meeting in February. Attendance required.
8. Enter approved budget figures into QuickBooks by the end of January
9. Organize invoices, payroll reports, bank reconciliations and other required documents for outside audit.