

Christian Church in Ohio

Position Description

Title: Treasurer

Reports to: Regional Minister

Job Status: Exempt, Part Time

Position Summary:

The Treasurer, as part of the financial team, supervises the work of the Financial Clerk. Duties include processing invoices and preparing financial reports and analyses. This position also provides advice and counsel to the Regional Minister, Regional Executive Committee, and Regional Church Council.. Works independently - receiving minimum guidance. Work schedule generally five days a week, but will vary with Regional Church activities.

Qualifications:

Prior accounting and/or treasury experience needed. Supervisory experience. Understanding of nonprofit fund accounting environment would be beneficial. Experience as a church financial treasurer helpful. A good working knowledge of computers is needed, including Microsoft products. Excellent verbal and written communication skills are expected. Organizational skills necessary. Able to maintain confidentiality of financial and operational information.

Responsibilities

- I. Financial
 - a. Prepare financial reports using Church Data Management system (CDM+)
 - b. Maintain relations with Church Extension and commercial banks.
 - c. Review cash flows and manage issuance of checks.
 - d. Process payments for expense invoices using CDM+
 - e. Manage Paycor payroll system and do semi-monthly input.
 - f. Report monthly giving to the OGMP Treasurer's Office in Indianapolis.
 - g. Record journal entries to close books each month.
 - h. Coordinate annual audit / review with external auditor.

- II. Administrative Tasks
 - a. Supervise Financial Clerk and answer questions about daily transactions.
 - b. Adjust Chart of Accounts for new activities.
 - c. Review Invoices and Activity Charges for Camp usage as prepared by Financial Clerk.
 - d. Make occasional trips to camp during Summer Season.
 - e. Serve as secretary for quarterly Ohio Disciples Extension Corporation meetings.
 - f. Maintain Fixed Asset Register of computers, furniture and equipment.

- III. Other
 - a. Provide financial comments on contracts and/or grants.
 - b. Participate in staff meetings.
 - c. Perform other duties as requested