

Church Treasurer Job Description

First Mennonite Church
Lincoln, Nebraska

Term of position: The church treasurer is elected by the congregation. The term is three years coinciding with the fiscal year of church business, January 1 to January 1

Supervised by: Leadership Board with congregational approval

Coordinates with: Trustees, pastor, ushers, and others where finance is involved

Supervises: All church finances—receipts and disbursements

Responsibilities:

1. To be accountable for all church finances
2. To keep complete records of receipts and expenditures
3. To provide an itemized report of funds at the annual church meeting
4. To provide for preparation of the budget through the Leadership Board
5. To present current financial report to the Leadership Board at their meetings
6. To present all financial reports to the Leadership Board upon request of the chairperson or to legal successor at expiration of term
7. To oversee collection of offering each Sunday