**Sample: Treasurer Job Description**

The Treasurer is responsible for all the monies that are disbursed from the church. The Treasurer is responsible for setting up and maintaining all financial records that is in accord with good accounting procedures.

QUALIFICATIONS:

* Member of the Church and committed to the Lead Pastor.
* Must display a strong financial commitment to the church.
* Endorse and work in accordance with the values, vision, statement of faith, and implementation process for planting this church.
* Knowledge and skill to set up and maintain adequate financial, cash, disbursements, account payable, and contribution records in good accounting form.
* Impeccable honesty and integrity.
* Ability to maintain total confidentiality.
* Must be a spiritually growing Christ follower prepared and able to mentor another believer for leadership.

REQUIREMENTS:

* Set up and maintain all financial records in accordance with proper and current accounting procedures issuing a financial statement of condition regularly.
* See that a checking account is established in a locally FDIC insured bank and reconcile it monthly with the bank statement and church’s cash account.
* Introduce others to Christ as Lord and actively mentor another believer for leadership.
* Responsible to see that disbursements are made in accordance with the annual budget.
* Make sure that all bills and mission support are sent out in a timely manner.
* Initiates and oversees the annual preparation of the budget 3-4 months in advance of each year.
* Be prepared to give financial reports to congregation at regular meetings.

RELATIONSHIPS**:**

1. Reports to the Lead Pastor for supervision and the church board.
2. Interfaces with the Administrative Assistant and Financial Secretary.

TYPE:Volunteer