



FAITH TABERNACLE MISSIONARY BAPTIST CHURCH  
JOB DESCRIPTION  
CHURCH TREASURER AND BOOKKEEPER

**GENERAL SUMMARY:**

*From Section 7 of the Church Constitution, "The treasurer will work closely with the Board of Trustees as the custodian of Church funds, receiving the Members' tithes and contributions from the Financial Secretary and making payments as authorized by the Trustees."*

**Major Duties and Responsibilities:**

- Countersign all checks that are written and issued.
- Inquire about investments and saving rates, when applicable.
- Prepare worksheets for monthly in Excel for monthly and yearly reports for the church and the Joint Board.
- Review all vouchers before payment of invoices.
- Prepare direct deposit for all employees.
- Oversee the financial staff.
- Process all state and federal payroll tax forms.
- Prepare monthly, quarterly, and yearly reports of income expenses.
- Maintain telephone contact with various vendors re: questions and payment.
- Maintain all contracts regarding assigned work.
- Verifying all bank deposits.
- Oversee and keep all important documents in safe deposit box.
- Oversee Budget Committee.
- Provide back up support for Financial Secretary and Church Clerk as needed.
- Conduct bookkeeping of all Church income and disbursements.
- Report to Pastor as necessary regarding the state of the church.
- Provide additional accounting services to the Church as necessary and provide information for the annual audit.
- Prepare 1099 Tax form as required.
- Prepare W2 forms to all employees at year end.
- Serves in the area of Human Resources with limited involvement to employment, (such as; maintaining the files of employees, handling the payroll, tax forms and any benefits should there be any).

**QUALIFICATIONS:**

- Minimum High School Diploma.
- Good oral and written communication skills.
- Must be bondable.
- Financial and bookkeeping experience (at least 1 to 3 years)

**TERM:**

Shall be elected for one year, but shall hold office until successor is elected and qualified.

*Constitution states: As an officer whose accumulated experience is of value and should be re-elected several times if his/her work is satisfactory.*

**ENUMERATION:**

As recommended and provided in Annual Church Budget, with Joint Board and Church membership approval.

Amended: 11/5/18

Adopted: