

Faith Lutheran Church - Treasurer

Lynette Marling, Treasurer - counciltreasurer@faithlutheran.org

Objectives:

The Treasurer position is responsible for monitoring and dispersing funds received into the church treasury in a responsible and organized manner.

Responsibilities:

- Serve as financial officer of the congregation.
- Maintain church budget and financial transactions through the use of Quickbooks (Cloud) and Excel Spreadsheets.
- Serve as an officer of the Executive Committee and attend monthly council meetings.
- Provide oversight of the financial secretary responsibilities, duties, and processes.
- Be responsible for paying all bills, invoices and charges.
- Point of Contact with accounting firm (Grandon) to oversee Payroll function, including filing required federal and state withholding and tax documents.
- Prepare the monthly financial reports for the council.
- Monitor the cash position of the congregation and report monthly to the financial secretary, council president and Sr. Pastor.
- Make recommendations on how to invest available funds and invest as directed.
- Borrow funds as directed by the council.
- Provide the congregation with financial information deemed appropriate by the council.
- Assist in the preparation of the annual budget for the council.
- Prepare the annual report of the financial status of the congregation.
- Maintain, develop and improve the reporting and monitoring techniques used to communicate the financial status of the congregation.
- Ensure all church property is appropriately covered by insurance for casualty and liability losses.
- Keep adequate records documenting the assets of the church for insurance and other purposes.
- Assist with closing the books for a yearly audit.
- Update bank account signature card when new financial secretary assumes role.
- Update the *Corporate Resolution* when there are changes in the executive committee.