

The Lititz Church of the Brethren is seeking a part-time treasurer. Interested parties should submit their resume to the church by email to admin@lititzcob.org. The Treasurer serves as the bookkeeper for all financial matters of the church. The Leadership Team is authorized to advertise and hire an individual for the position if there are no volunteers available within the membership.

Job Description – Church Treasurer

Lititz Church of the Brethren

Accountability: The Treasurer works closely with the Stewardship of Finance Action Team as needed.

Responsibilities:

1. Administrative:

- a. Provide Church Treasurer's reports to the Leadership Team and Stewardship of Finance Action Team for Congregational Meetings as requested.
- b. Keeps a record of all reserve funds. Update reports on quarterly basis or as requested.
- c. Prepare various reports and audits as requested by insurance and vendors.
- d. Prepare an annual financial report for the Church of the Brethren denomination
- e. Serve as an ex-officio member of the Stewardship of Finance Team.
- f. Provide records and reports to the auditors for the annual audit. Note audits are done every two months.
- g. Work to insure that all communications are provided to the Church Administrative Assistant in a timely fashion for bulletin, newsletter, and other communication resources as may be requested.
- h. Provide expense summary reports to Leadership Team, Action Team Chairs, and Stewardship of Finance Action Team to assist with budget planning for upcoming financial year work.

2. Bookkeeping:

- a. Prepare and disburse biweekly payroll thru ADP.
- b. Prepare and process payroll taxes and quarterly reports as well as year-end reports.
- c. Maintains and reconciles checking accounts, savings accounts, and investments on a monthly basis.
- d. Process all vouchers submitted for payment and other bills weekly or as needed.
- e. Pay budgeted benevolences on quarterly basis as funds are available and approved for payment by Stewardship Action Team.
- f. Enter the annual approved budget into the system for purpose of tracking cash flow through the year.
- g. Prepare monthly invoices for Lititz Christian School, one for lease payment and one for portion of utility and general expenses (snow removal, paper use etc).

Qualifications:

- 1 Have a personal relationship with Jesus Christ and profess Him as Savior.
- 2 Have a strong work ethic based on teamwork, open and honest communication, desire to provide the best service possible.
- 3 Understanding of payables, receivables, payroll, banking and other bookkeeping functions.
- 4 Must be 18 years or older.
- 5 A Bachelor's degree in accounting or experience in bookkeeping is preferred.

The position is part-time with an estimated 8-10 hours per week of time required.

An office area is provided with the church office suite to perform the work.

A computer and accounting software is provided.