Great Bridge Presbyterian Church

Sharing Christ's Love - Equipping God's People

Position Description - Treasurer

Updated November 5, 2027

Purpose

To further GBPC's mission by providing sound fiscal management of GBPC resources.

Accountability

- The Treasurer is employed by, and accountable to, the Session of Great Bridge Presbyterian Church.
- The Treasurer is a member of GBPC Staff and reports to the Head of Staff (Pastor).
- The Treasurer is an ex officio member of the Stewardship & Finance Committee.

Qualifications and Expectations

- Demonstrates general accounting expertise and experience.
- Knowledge of Presbyterian and GBPC's governance.
- Skill using Windows Operating System, SharePoint, and QuickBooks Online, Microsoft Office Suite, especially Outlook, Word and Excel.
- Confidentiality, exercises discretion with sensitive financial information.
- Ability to work well as a part of a team.

Responsibilities

- Disburse and record all church monies in accordance with established accounting principles and the policies and budget of GBPC.
- Conduct church business with the Pastor, Session, and applicable committees.
- Reconcile monthly bank statements by the 15th of the following month.
- Maintain accurate digital transaction records. Submit a copy of digital files to the Stewardship & Finance Committee each month.
- Ensure timely processing of accounts payable.
- Collect and maintain employee information of all paid GBPC Staff.
- Maintain a digital copy of timesheets for hourly staff.
- Prepare payroll on 15th and 30th of each month. Make payroll tax payments /Federal, FICA, and VA.
- Prepare Board of Pension forms for new staff, salary changes, and make monthly payments.
- Prepare the PEVA Terms of Call Report.
- Support the Stewardship & Finance Committee in developing the annual budget and prepare updated excel budget spreadsheet.
- Work with the Stewardship & Finance Committee in developing long-range financial programs, including bequests, endowments, and special gifts.
- Fill out state and federal tax reports quarterly and annually.
- Prepare year-end tax information for church staff including W2's, W3's, 1099's, VA-6 forms.

- Prepare monthly and year-end financial reports for the Session & Staff
- Oversee the preparation of all tax filings for the church and make sure all IRS and governmental obligations are met.
- Prepare necessary files and reports for annual audit.
- Prepare the finance section of the annual statistical report for session approval.

Work Schedule, Compensation and Performance Review

- This is a thirty hours per week, part-time salaried position. This position is Fair Labor Standards Act exempt.
- The Treasurer will arrange a schedule for approval by the Pastor and the Chair of the Stewardship & Finance Committee.
- The Pastor and the chairs of Personnel & Administration and Stewardship & Finance Committees will review the performance of the Treasurer six months after hire date, and annually thereafter.
- The Personnel & Administration Committee will recommend the Treasurer's annual salary to the Session, each year during budget formulation.