Northern California Conference

**Job Description**

**DATE:**

**LOCATION:**

**STATUS:** FT/PT/Reg/Temp

**REPORTS TO:** Pastor and Board

**Title:** Church Treasurer Assistant

**Wage/Salary:** $

**ERI Category:**

**Job Code:** 101 **Salary Band:** F

**SUMMARY:** Assistant Church Treasurer is responsible to help the treasurer with some of his/her duties. In the event that the Treasurer is unable to perform his/her duties the Assistant may be asked to substitute, temporarily, keeping an accurate and efficient accounting record of all the financial resources, both incoming and outgoing of the Fortuna Seventh-day Adventist Church and to report to the Pastor and Board.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Have two or more deacons count loose offerings as soon as possible after received
2. Make provision for safekeeping of church monies until bank deposit
3. Arrange for deposit of all church monies in a church account at a local bank, and follow church procedures, national and local laws regarding church monies
4. Check all offering envelopes to see that monies received tally with amounts written on the envelopes
5. Post all church monies received in a church ledger using integrated computer accounting software acceptable to the local church and the NCC treasury department
6. Forward copies of required financial records accompanied by a check covering the amount of monies designated for conference, union or General Conference to the NCC on a monthly basis
7. Distribute church funds through the integrated computer accounting program for church operation as generally given in the annual church budget and by church policy. Special projects or items not in the budget must be authorized by the church board or by a church business meeting
8. Prepare for a finance committee a monthly financial statement which includes the balance status of all budgeted accounts and funds held in trust. As well as the totals of all offerings and funds received, and a detailed record of all disbursements made
9. Serve on the finance committee and the church board and advises regarding investments and loans, short and long range financial plans to foster and coordinate church goals and objectives
10. Prepare a meaningful and simplified financial report monthly for distribution to the church board
11. Develop, plan, and implement an annual church budget in conjunction with the pastor, finance committee, and the church board in a open budget planning process
12. Submit church financial records to NCC for audit as required
13. Attend NCC church treasurers’ workshop
14. Disburse personal giving receipts from NCC to donors on a yearly basis
15. Remain committed to and supportive of the mission of the Fortuna SDA Church

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Bachelor’s degree (B.A.) from a four-year college or university; or three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Mathematical Skills**

Must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Must possess the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Other Skills and Abilities**

Computer literacy in programs such as Microsoft Word and Excel is necessary. Ability to work independently and maintain confidences. Must be organized and detailed. Knowledge of church structure is helpful. Must possess skills in working with culturally and ethnically diverse groups.

**Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment**

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.