



CHURCH OF THE
GOOD SHEPHERD
UNITED CHURCH OF CHRIST

Duties of the Church Treasurer

Time Commitment

At full performance, plan on spending an average of 5-10 hours per week as the Treasurer

Duties and Responsibilities

- Record weekly collections data received from the Financial Secretary
Monthly record VANCO and/or Ekklesia Giving (credit card) collections
- Monthly reconcile the Bank of the West bank statement to the Church Windows general ledger
- Create approximately 30 disbursements based on Reimbursement Request forms and invoices/statements from vendors with on-going contracts with COGS. Records auto-disbursements in the general ledger.
- Approximately quarterly replenish and using the Transfer and General Journal function, record expenditures made on Walmart Debit Card from data received from Church Administrator or equivalent.
- Prepare, publish and transmit monthly Treasurer's Report, Balance Sheet and Summary of Finances. Prepare individual transaction reports to others as requested.
- Provide historic collection and expenditure data to support creating the annual budget. Also, set up new accounts and approved budgeted amounts in Church Windows.
- Quarterly send amounts collected on behalf of the UCC Southwest Conference to the SWC.
- As needed, set up set funds for special purposes. Recently, these have been memorial funds which require a point of contact (POC) and expiration date.
- Periodically, make adjustments to the amounts held as investments at the Bank of the West and UCC Cornerstone.
- Periodically, update The Pension Boards, UCC, Salary Report Form with required changes.
- Attend monthly Council meetings; present/discuss monthly spending results
- Respond to various emails and phone calls regarding financial statuses.