

**ST. PETER LUTHERAN CHURCH
GREENE, IOWA**

JOB DESCRIPTION

Job Title: Treasurer

Position Summary: The Treasurer provides financial procedures for the church in a salaried position of approximately 30 hours a month.

PRINCIPAL ACCOUNT ABILITIES

- A. supervise the financial procedures, records and investments of the congregation;
- B. render a monthly statement of income and expense compared to budget to the church council;
- C. sign all checks;
- D. deliver an annual financial report to the congregation;
- E. be an advisor to the Budget and Planning committee and Stewardship and Finance committee;
- F. recommend written financial policies and procedures for cash management, e.g., annual budgeting, fund accounting, and annual audit to the congregation council.
- G. attend monthly church council meetings.

QUALIFICATIONS

- 1. Ability to maintain confidentiality in all matters.

SALARY

Salary will be commensurate with abilities and experience and will include a 6-month probationary period and yearly reviews.

TRAINING

1 year to work with new treasurer

1 year notice before leaving job position

*See attached time tracking sheet for additional information regarding job duties