

Treasurer – Job Description
United Church of Christ East Goshen

The Treasurer serves as chair of the Finance Committee. The committee includes the Assistant Treasurer, Financial Secretary and additional church members as needed.

Weekly

- Count offering (only as scheduled or needed)
- Deposit offering at Truist Bank (Paoli Pike & 5 Points Road) as needed
- Pick up deposit bags from Truist Bank
- Enter deposits into QuickBooks
- Enter bills into QuickBooks; pay any bills due
- Monitor cash flow
- Enter all online deposits into QuickBooks

Every other week/Biweekly payroll

- Report Administrative Assistant hours to Sonrise PayMaster before Monday at Noon, after Sunday pay period end dates along with any salaried employee changes/adjustments

Monthly

- Payroll tax liabilities as scheduled by Sonrise PayMaster
- Prepare bill & pay OCWM to Conference
- Send check to Edward Jones for cap/bldg. fund giving
- Enter deposit into Edward Jones in Quickbooks
- Reconcile checking, savings, and Edward Jones accounts
- Prepare reports for Council – export from QBs to Excel
 - Balance Sheet as of end of month (memorized report under Accountant)
 - Profit & Loss compared to Budget (memorized report under Accountant)
 - Add mortgage principal line in excel
 - Move Cap/bldg. income to bottom below totals
- Meet with/email Financial Team the week before Council meetings

Monthly Scheduled Bills

- Electric – budget payment
- Oil – budget payment
- Water – actual usage
- Telephone & internet (one bill)
- Mortgage
- Cleaners
- Pension Board – Pastor’s retirement and insurance
- Copier
- Exterminator
- Trash

Treasurer – Job Description
United Church of Christ East Goshen

Monthly reports for Council

Email to Finance Committee before meeting

Upload monthly financial reports to Dropbox before Council meeting

Balance Sheet (last year comparison) - Reports/Memorized/Accountant

Profit & Loss vs Budget – Reports/Memorized/Accountant

Export to excel spreadsheet, add mortgage principal, move Cap/Bldg income to bottom. Notate as needed.

Annually

Review W-2, W-3 and other end of year tax reporting from Sonrise PayMaster

Issue 1099's where applicable

Proposed budget for next year (after September reports)

Prepare annual report (after 12/31) for Annual Report to Congregation

Enter budget info into QuickBooks after Annual Meeting

Send salary & pension report to Pension Board after Annual Meeting

Fill out finance info for Conference Annual Report

Send year-end financial statement to UCC Church Bldg. & Loan Fund on or before March 1

Assist with annual stewardship campaign

As needed

Notify Council if you anticipate a problem paying bills on time

File paid bills and income sheets

Fax property tax bills to T-Mobile (three different bills) Feb, Mar, Jul

Supply start-up money for fundraisers

Monitor money at fall festival and other major fund-raising events--

a financial team/committee member must be on hand to oversee money during events

Maintain/order supplies as needed—checks, envelopes, stamps, forms

Additional policy information and forms—Capital Building Fund, Memorial Policy, PayPal and FaceBook, Records Retention, Counter Instructions and Reminders For Counters.

updated by Todd Layser 8/28/22

Treasurer – Job Description
United Church of Christ East Goshen