

First Presbyterian Church of Corvallis seeks to identify a Church Treasurer. Church Treasurer is a 0.5 FTE salaried position with compensation commensurate with experience. The Treasurer is the Chief Officer on all matters related to financial operations of First Presbyterian Church of Corvallis.

Qualified applicants are expected to have at least five years of experience at the level of Controller or equivalent, a working knowledge of accounting and payroll functions, and willingness to learn software specific to church financial operations.

Demonstrated written and verbal skills, appropriate to working with a diverse population, and a capacity to work collaboratively is essential.

Persons interested in applying for this position should provide a letter of interest and resume to the church office.

The position will remain open until a qualified candidate is identified.

First Presbyterian Church has provided leadership and maintained a strong presence in Corvallis and Benton County since 1853. The Treasurer's position is best filled by a person who supports the mission and vision of the church.

First Presbyterian Church; 114 SW 8th St.; Corvallis, Oregon 97333

Email: church@1stpres.org

Position Description - Church Treasurer

Purpose:

The Treasurer is the Chief Officer on all matters related to financial operations of First Presbyterian Church of Corvallis, including subordinate programs.

The Treasurer is a strong steward of the church and congregation's financial resources. The Treasurer accepts responsibility to safeguard church finances through utilization of sound fiscal management principles and procedures, and acting in accordance with the vision and mission of the church.

Qualifications:

- At least 5 years of experience at the level of Controller or equivalent.
- A working knowledge of fund accounting, broad knowledge of payroll functions, and proficient knowledge for using Excel Spreadsheets.
- A demonstrated willingness and ability to learn software programs associated with the local church.
- Online banking skills.
- A capacity to work collaboratively with and support others, including the provision of financial information as needed and authorized.
- The capability to manage transactions and documents with strict adherence to expectations for confidentiality.
- Demonstrated written and verbal skills appropriate to working with a diverse population of staff, volunteers, congregation members and visitors to the church.

Employment is contingent upon a successful completion of a criminal background check and credit check.

Responsibilities:

1. Establish sound management plans and procedures for the receipt and distribution of church moneys, weekly and monthly.
2. Review, prepare, and distribute to members/contributors a summary of the status of their contributions quarterly.
3. Provide for accurate monthly, quarterly and annual accounting of all accounts, funds, investment portfolios, and subordinate units (e.g. Preschool/Childcare Center) in accordance with generally accepted accounting methods.
4. Maintain appropriate financial files; as necessary to provide timely and accurate reporting of church finances on a monthly, quarterly and annual basis.
5. Prepare and file forms or financial reports for appropriate entities.
6. Stay current with and incorporate expectations of the Oregon Department of Revenue, and U.S. Internal Revenue Service in the management of church finances.
7. Assist in the preparation of an annual church budget.
8. Provide analysis necessary to assist in anticipating significant departures from the annual budget or other potential financial concerns.

Accountability

The Treasurer is supervised by the Pastor/Head of Staff; accountable to the governing bodies of the church.

Relationships:

1. The Treasurer works closely with the governing bodies of the church, and serves as a resource to other committees of the church.
2. The Treasurer oversees the Financial Secretary and works closely with the Financial Secretary, and other administrative personnel, to coordinate management and smooth execution of financial matters for the church.
3. The Treasurer is available to respond to members of the congregation with respect to general questions related to church finances.
4. The Treasurer works closely with the Pastor/Head of Staff in responding to financial questions or concerns.