

Job Description for Treasurer
First Baptist Church, Los Alamos, New Mexico

Principal Function:

The principal function of the Treasurer is to help maintain accountability of the church's financial assets.

Qualifications:

The treasurer must be:

1. A committed Christian
2. Educated and/or experienced in financial matters.
3. Familiar with tax laws.

Responsibilities:

- Assists Administrative Assistant in compiling and reviewing monthly financial records and statements.
- Co-signs checks.
- Advises Administrative Assistant on proper accounting and accounts to charge.
- Review quarterly and annual reports before they are filed for accuracy.
- Reviews W-2's.
- Serve as an ex-officio member of the Finance Committee.
- Keeps all information regarding giving confidential.
- Takes over financial responsibilities if the Administrative Assistant is not available.

Special Considerations:

If a bill is deemed improper or there are any disagreements about the finances, an agreement between the Administrative Assistant, Treasurer and chairman of the Finance Committee will determine the issue. In case these three disagree, the matter will be settled by a majority vote at a meeting of the Finance Committee, to which the Treasurer and Administrative Assistant will be invited and have the right to vote. As always, final appeal can be made to the church at a business meeting.

If available funds are inadequate to pay all proper and due salaries and/or bills, the Administrative Assistant and Treasurer will consult with the chairman of the Finance Committee to set priorities for payment. Any appeals or reviews will follow the same path as outlined above.

The Treasurer is responsible to inform the church office when he/she will not be available to perform his/her duties. If the Treasurer is unavailable to fulfill his/her duties the chairman of Finance Committee can fulfill these duties temporarily unless an exception is specifically authorized by the church.

Treasurer

Approved On: August 23, 2009

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