

WILLOW GROVE UNITED METHODIST CHURCH
JOB DESCRIPTION: CHURCH TREASURER
(MAY 2025)

Qualifications: Proficiency in financial matters and computer financial programs

Ability to keep detailed, accurate records

Ability to work with individuals and committees

Ability to dedicate the necessary time to overseeing the church's financial health

Familiarity with Aplos a plus

Familiarity with Fund Accounting a plus

Employment Status: Contract employee

Part-time, hourly employee

Time average: 10-14 hours a month

Approximately once a month meet with church leaders (Finance Committee meetings)

Primary Function: Oversee the church's finances, pay bills, and record income and expenses

Principal Duties and Responsibilities:

Maintain/Supervise the church financial records, ensuring that church and UMC policies are followed and that overall financial assets are appropriately managed/administered/stewarded

Record all income, expenses, and donations.

Pay the church's bills.

Regularly advise the Administrative Board, the Finance Committee, and the Pastor on the ongoing financial position of the church against the annual budget.

Assist the Finance Committee and its chair in developing the annual budget.

Provide required reports for Finance Committee meetings, Conference reports, church annual end-of-year reports, and other reports as needed and requested.

Work with our computer software (currently ALPOS) to maintain financial records.

In conjunction with Church Administrative Assistant, ensure payroll is processed and submitted on-time. Ensure payments are recorded in church management software.

Oversee all income tax filings.

Collect weekly offering envelopes from Church Secretary and store them for three years in a secure location in the church.

In conjunction with the Financial Secretary, prepare and issue members' contribution income tax reports.

In conjunction with the chair of the Finance Committee, monthly reconcile bank statements, check book, and ledgers.

Perform other related duties as requested.

Relationship: For day-to-day operations, this position is functionally accountable to the Senior Pastor and works in cooperation with the Finance Committee.

Additional Requirements: Staff meetings, as called by Senior Pastor

- Other: Agree to required and pertinent employment checks by SPRC and other policies regarding continued employment for paid and volunteer church staff members including but not limited to those required by the EPA UMC and WGUMC Safe Sanctuary policies (i.e. – FBI, PA State Police, PA ChildLine Abuse Registry).
- Notes:
 1. The counting teams will count and record the weekly offering. Deposits are made by head counter each week.
 2. The Financial Secretary (currently the Church Secretary) will record the weekly offerings/donations for income tax purposes.
- To apply: Send cover letter and resume to wgumc34@gmail.com Attn: Pastor Marikay Green