

**Wesley Freedom United Methodist Church**  
**Treasurer**

**GENERAL SUMMARY:** At the direction of Church Council and the Senior Pastor, the Treasurer will develop and execute the budget, accounts payable for the church including payroll and benefits. The treasurer will support Church Staff, including Early Years Learning Center staff, and ministry teams as they prepare their yearly budgets and account for ministry spending.

**ESSENTIAL ROLES:**

- Profess a faith in Jesus Christ, uphold biblical standards in relationships and personal habits, and possess a familiarity with and willingness to support the doctrines of The United Methodist Church.
- Develop and implement the church budget.
- Consult and assist in the development of the Early Years Learning Center's budget.
- Execute accounts payable and account for all funds using QuickBooks Online software.
- Input payroll with ADP and manage retirement and other employee benefits.
- Prepare monthly Financial Statements and reports for the Church Directors.
- Review monthly financial statements and reports for the Early Years Learning Center.
- Communicate effectively in person, and through e-mail, web, and social media.
- Serve as an extension of the missional and organizational goals of Wesley Freedom United Methodist Church.

**MINIMUM QUALIFICATIONS:**

- Must be at least 21 years of age
- Must have experience managing financial systems using accounting software.
- Must have an Associates Degree or Higher in a related field.
- Must possess excellent organizational and communication skills.
- Must have professional level computer skills and ability to use web-based software including QuickBooks Online for communication and management.
- Must submit to a complete criminal background check.
- Experience or training in HR functions preferred.

**ESSENTIAL DUTIES AND FUNCTIONS**

**Program Financial Management:**

- In collaboration with the Finance Team (volunteer leadership), develop and administer an annual budget.
- In collaboration with the Early Years Learning Center administrative team, assist in developing the EYLC annual budget.
- Manage QuickBooks software for accounting and Excel spreadsheets for Financial

Statements and budgets.

- Execute accounts payable, communicating with staff and volunteers.
- Prepare monthly financial reports for Finance Team, Council, and Staff
- Review monthly financial reports for the Early Years Learning Center.
- Monitor and reconcile bank accounts and communicate with bankers as needed for bank accounts and credit cards.
- Assist with internal and external audits.
- Manage online donation and payment platforms and reconcile donations.

### **Payroll and Benefits**

- Oversee the completion of new staff paperwork including setting up payroll and benefits.
- Maintain employee files pertinent to compensation and benefits.
- Assist staff with benefit enrollment and changes.
- Administrate biweekly payroll and benefits.
- Review annual assignment letters for staff.

### **General Program Administration**

- Collaborate in the completion of the Annual Statistical Report.
- Complete Finance Form for Annual Charge Conference Report.
- Follow all rules and regulations of Wesley Freedom Staff Policies, Safe Sanctuaries, and Early Years Learning Center (EYLC) State Department of Education Office of Child Care.
- Ensure protection of the rights and confidences of EYLC's children, their families, and staff.
- Attend monthly Finance meetings, Quarterly EYLC Board Meetings, and Church Council meetings upon request.
- Possess knowledge of, and ability to, execute emergency procedures.
- Perform agreed upon administrative tasks that contribute to the financial and administrative health of the congregation.

### **Maintain A Commitment To Professionalism:**

- Attend and contribute to staff meetings when requested.
- Adhere to the staff covenant.
- Support the full staff team and serve as a team player.

Hours: Part Time, 20-25 hours weekly, 12 months. In office hours and flex hours are negotiable.

Compensation: depending on qualifications and availability \$28-\$36/hr

- o 3% Retirement Benefits added after 12 months of employment
- o Workman's Compensation insurance paid by employer
- o 4 weeks paid vacation

**To apply: Submit resume and cover letter to [jobs@wesleyfreedom.org](mailto:jobs@wesleyfreedom.org).**