

Wethersfield United Methodist Church

Position: Treasurer
Effective date(s): November 15, 2020 – December 31, 2021
Reports to: Finance Committee Chairperson and Pastor
SPRC Liaison: To Be Determined

Job Summary: This part-time (4.5 hours per week) position is responsible for: monitoring the Wethersfield United Methodist (WUMC) bank accounts; disbursement of WUMC funds; and recordkeeping associated with all WUMC funds. QuickBooks is the software package that is used for this purpose.

Preferred Qualifications:

- Basic understanding of Accounting Principles with some accounting experience.
- Demonstrated knowledge of QuickBooks accounting software.
- Familiarity with Microsoft Windows and spreadsheets (e.g., Excel).
- Personal integrity and is bondable.
- Available to work part-time either one day per week (4.5 hours) or two days per week (with hours totaling 4.5 per week).
- Attention to detail, and ability to check items for reasonableness and make any needed corrections.
- Ability to work efficiently with the Church Financial Secretary (who handles Church income), the Finance Chair, and the Pastor.
- Sound judgment and ability to work independently with modest oversight.

Responsibilities:

- 1) Balance the books monthly via bank reconciliation – Book (QuickBooks) vs. Bank Balances.
- 2) Prepare, review for accuracy, and distribute monthly financial reports (e.g., Income Statement, Balance Sheet, General Ledger Detail Report).
- 3) Maintain banking relationships and approved, Authorized Signers.
- 4) Distribute twice monthly payroll advice of deposit (from payroll vendor *Payroll Matters*) to church and preschool staff.
- 5) Maintain files with the payroll reports generated by *Payroll Matters*.
- 6) Pay and record expenses:
 - a. Check validity of the bill, indicate the account(s) to be charged and, if necessary, get prior approval to pay.
 - b. Input the information into QuickBooks (including amounts, payee, appropriate account number and names, and dates, etc.) and print the checks.
 - c. Process the checks and bills for mailing, including getting Finance Chair or other Authorized Signer to sign the checks.
 - d. File materials (bills, check stubs, QuickBooks Reports, and Payroll Reports from payroll vendor).
- 7) Assist as needed with ad hoc reports to inform Stewardship Campaign.

Compensation: The Treasurer shall be compensated at \$20/hour for an annual salary of \$4,680.00 to be paid in twenty-four (24) installments of \$195.00 each, and occurring on the 15th and last day of each month. No compensatory time is offered.

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Time off: In the event of a planned absence, notification at least a week in advance by an email to the Finance Committee Chairperson and Pastor is requested.

Other: This is an at-will employment relationship, meaning that either party is free to terminate the relationship at any time with 30 days' notice. A Background Check, including fingerprinting, is required of all candidates to whom an offer of employment is extended per the Safe Sanctuary Policy.

Key Payroll and related functions were outsourced to an outside vendor named *Payroll Matters*. The vendor provides the following fee-based services:

- Update pay and deductions for each individual as necessary (based on any pay changes provided by Finance Chair, or deductions changes provided by church and preschool employees).
- Run mid-month and month-end payrolls and deliver advice of deposit (or checks) to church.
- Settle amounts withheld from payroll monthly.
- File quarterly payroll reports (Form 941).
- Prepare and distribute to individuals Form W-2 and Form 1099 reports.
- Prepare and file federal and state Form W-2 and Form 1099 and related reports.

How to Apply:

Please submit your cover letter, resume, and two references as a *.pdf or MS Word document to the attention of Ava Nepaul at SPRCWethersfield@gmail.com by October 23, 2020.