



Saint Paul's Waccamaw Methodist Church

Job Details

Title: Treasurer

Type: Part-Time, Hybrid

Reports to: Lead & Executive Pastors, Church Council

Typical Work Hours: 20-30 hours per week

Location: St. Paul's Waccamaw Methodist Church

Revision Date: 05.04.2026

Job Summary

The Treasurer will lead the administration of the finances of St. Paul's Waccamaw Methodist Church, including managing funds received, ensuring funds are spent consistently with the budget as set by the Finance Team, Pastors, and Church Council, and facilitating governance of all aspects of church administration. Adhere to guidelines as set forth by the Book of Doctrines and Discipline of the Global Methodist Church, as well as local, state and federal regulations.

Responsibilities

Tasks:

- Lead annual budget setting process in collaboration with the Lead Pastor by providing current year budget and projections.
- Facilitate discussion with Committee Chairs, draft documents, and ensure Council approval. (Approx. Annual Budget: \$1M)
- Continually identify opportunities to improve our stewardship for the Church's mission. (Such as financial management software, online giving and employee spending systems).
- Financial management:
 - Act as key contact for all financial accounts, vendor relationships, and any future outsourced accounting functions
 - Update policy and procedure manuals, report on and enforce internal compliance with legal standards and denominational policies, and support annual internal audit and external financial reviews as needed.
 - Manage/balance all bank and investment accounts and offer a monthly report to Finance Committee, Church Council, Staff and Volunteer Leadership.
 - Provide financial summaries to the congregation and Global Methodist Church as needed
 - Monthly reconciliation of all bank and financial accounts, ensuring proper documentation for all transactions
 - Ensure secure and accountable handling of all contributions.
- Maintain organized and compliant financial records using approved digital systems
- Identify opportunities in regards to General Ledger System and as needed; explore vendors, requirements, and lead implementation of a new systems and/or improvements

Teams/Vendor Management:

- Lead, coach and manage teams responsible for the following areas, which includes performing some functions yourself at times.



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- Accounts Receivable: (Finance Secretary, currently a volunteer)
 - Oversee Tithes, offerings, and all income streams
 - Coordinate with Finance Secretary on internal control procedures and GL posting
 - Provide receipts for non-cash charitable donations and annual giving statements following federal guidelines and requirements thereof.
 - Manage and reconcile all electronic giving platforms and reporting
 - Coordinate with Finance Secretary to recruit, train, and schedule a volunteer cash count team
- Accounts Payable: (Currently under the treasurer's responsibilities)
 - Disburse funds for church operation per approved budgets of authorized staff
 - Process payment for all approved invoices
 - Provide training to staff and ministry leaders on financial procedures and stewardship.
 - Document properties and equipment and depreciation thereof
 - Coordinate with SPRC on payroll and general ledger posting
 - Oversee payroll processing (including vendor coordination), ensuring compliance with applicable tax and labor regulations, and provide new employee documentation and forms to payroll vendor.
- Benefits Administrator
 - Administer employee benefits through applicable providers (e.g., retirement, insurance)
- Perform other duties, as assigned.

Qualifications

- 3+ Years experience as a Treasurer/Bookkeeper or within accounting, required
- Understanding of nonprofit financial principles and church operations or willingness to learn.
- Maintain attention to detail, professional attitude, and confidentiality, required.
- Working knowledge of computers, including Google Applications, Dropbox, Planning Center Online, PowerChurch, QuickBooks, Microsoft Suite, One Drive, Adobe Acrobat, & Vanco, preferred.
- Ability to:
 - Use an adding machine, cash machine, and check scanner.
 - Facilitate, Motivate, and Lead teams of volunteers.
 - Strong organizational and analytical skills.
 - Work independently in the absence of supervision.
 - Understand and follow oral and written directions.
 - Establish and maintain effective and courteous relationships with those contacted in course of work.
 - Communicate clearly and concisely, both orally and in writing.
 - Model behavior and actions consistent with core values of the church.



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Job Description Acknowledgement

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so too, may the essential functions of this position. I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Employee Signature

Date