

White Stone United Methodist Church

(WSUMC)

Treasurer Responsibilities

The WSUMC Treasurer is a part-time (15-20 hours weekly) position who reports to the Finance Committee and the Council. The primary function of the Treasurer is to manage the “day-to-day” financial processing and tracking for the Church. Responsibilities are, but are not limited to:

- Pick up mail on a consistent basis
- Pay fees for PO Box by the due date and purchase stamps as needed for office, card ministry, and financial secretary.
- Take check to Kilmarnock post office for permit mailing as necessary (1-2 per year)
- Pay bills when due to avoid late fees
- Attach check stubs to bills and file
- Print EFT/ACH payment transactions and attach them to bills (if not paperless)
- Reconcile bank accounts monthly and report to the Finance Committee any discrepancies.
- In conjunction with the Finance Committee Chair, monitor bank balance and request funds transfer from Davenport when needed.
- Pay honorariums, on the day of service rendered or within a reasonable time frame.
- Pay monthly liability payments-conference and district apportionments, pastor’s pension, etc.
- Run and distribute payroll on a bimonthly schedule (mid- and end-of-month)
- Make any necessary changes in payroll set up in QuickBooks.
- Make sure proper documents are obtained for withholding
- File and pay taxes on time (quarterly and annually)
- Issue W-2s and 1099s as appropriate by the due date
- Issue reimbursement checks as requested
- Back up computer financial files regularly and provide the latest backup date to the WSMC Secretary for long-term storage.
- Renew computer subscriptions as necessary (McAfee, Microsoft 365, QB payroll updates, etc.)
- In conjunction with the Finance Committee Chair, establish the budget for the new year. Set up the budget in QuickBooks.
- Provide budget reports to Finance Chair for review and approval by the Finance Committee and Council.
- Answer specific questions from the Finance Chair concerning transactions, balances, and budget.
- Run reports and email as Excel files to Finance Chair for monthly/quarterly finance meetings.
- Review monthly/quarterly reports with Finance Chair and identify any concerns the Finance Committee or Council may have. Be prepared to clarify/justify any identified concerns.
- Attend Finance and Council meetings
- Answer questions regarding transactions and/or provide information to Finance or Council committees as requested.
- Follow up on contract services as necessary, check information for accuracy, and call for corrections if needed
- Provide church laptop with passwords and paper files for audits as arranged with the audit committee (annually).