07 — Church Treasurer

*Mayflower Church Position Description | **07 — Church Treasurer***

Governance Position

Role Summary

Purpose	Serve as the Church accountant and bookkeeper, ensuring accurate financial record-keeping, timely disbursements, and transparent financial reporting.
Accountable To	Board of Finance
Term of Service	3 years; nominated by the Servants Council, voted by Church Membership
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	10-15 hours/month

Qualifications

Church Member in good standing with bookkeeping or accounting experience. Must be bonded at the expense of the Church.

Key Responsibilities

- Receive all contributions for the support of the Church and its ministries as recorded by the Financial Secretary and other sources, and the income from all funds of the formed Second Congregational Society
- Disburse Church monies as approved by the Board of Finance according to the annual budget of the Church
- Prepare written reports for the biannual meetings: the October biannual meeting report covers January 1 through September 30; the March annual meeting report covers the entire fiscal year (January 1 through December 31)

- Disburse missions funds as authorized by the Missions Team; prepare written reports for the biannual business meetings with the same reporting periods
- Submit all financial records to the auditors six weeks prior to the annual meeting
- Post monthly reports of financial activities and status

Training & Support

Church accounting resources, financial software training, bonding requirements

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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