

TREASURER RESPONSIBILITIES

RESPONSIBILITY

To ensure our financial records are correct in accordance with the Board and Pastor, to accomplish the mission of our church.

DUTIES:

Pay all bills, record all tithes, deposits, transfers, payroll and taxes.

Prepare a detailed monthly report of income and expenses to be reviewed by the Board and Pastor.

Prepare and distribute weekly paychecks and record tax information.

Quarterly file tax reports.

Yearly prepare church financial report for Business Meeting.

All others duties as designated by the Board.