



church@1stpres.org | 541-753-2228 | 114 SW 8th Street Corvallis, Oregon 97333



FIRST PRESBYTERIAN CHURCH CORVALLIS

CHURCH TREASURER

The First Presbyterian Church of Corvallis seeks candidates for a Church Treasurer. The Treasurer is the Chief Officer on all matters related to financial operations of First Presbyterian Church of Corvallis, including subordinate programs. The Church Treasurer is a 0.5 FTE salaried position with compensation commensurate with experience. Yearly salary range of \$24,000-\$30,000. It is a weekday onsite position.

The Treasurer is a strong steward of the church and the congregation's financial resources. The Treasurer accepts responsibility to safeguard church finances through utilization of sound fiscal management principles and procedures, and acting in accordance with the vision and mission of the church.

Please contact the Church Office with questions or leave a message.

The position will remain open until a qualified candidate is identified. **TO BE CONSIDERED FOR THIS POSITION, PLEASE RESPOND TO THIS POSTING BY EMAIL, MAIL OR DROP OFF YOUR RESUME.**

Email: church@1stpres.org

Mail to: First Presbyterian Church

% Treasurer position

114 SW 8t St

Corvallis OR 97333

Drop Off: First Presbyterian Church, 114 SW 8t St, Corvallis OR 97333. Please place your resume in the secure box located at our 9th St entrance in the parking lot. Our parking lot is on 9th St and Monroe Ave.

Responsibilities:

1. Establish sound management plans and procedures for the receipt and distribution of church moneys, weekly and monthly.
 - a. Oversee and account for receipt of money and donations received directly, online, or by credit/debit.
 - b. Oversee and account for disbursements, including authorized reimbursements for personal expenses, payroll, utilities, and other church financial obligations.
 - c. Review, prepare, and distribute to members/contributors a summary of the status of their contributions quarterly.
2. Provide for accurate monthly, quarterly and annual accounting of all accounts, funds, investment portfolios, and subordinate units (e.g. Preschool/Childcare Center) in accordance with generally accepted accounting methods.
3. Maintain appropriate financial files; as necessary to provide timely and accurate reporting of church finances on a monthly, quarterly and annual basis.
4. Prepare and file forms or financial reports.
 - a. Meet structure and financial reporting expected by the Presbytery, Synod, or General Assembly.
 - b. Stay current with and incorporate expectations of the Oregon Department of Revenue, and U.S. Internal Revenue Service in the management of church finances.
5. Assist in the preparation of an annual church budget.
6. Provide analysis necessary to assist in anticipating significant departures from the annual budget or other potential financial concerns.

Relationships:

1. The Treasurer works closely with the Trustees and Session as an ex officio member, and serves as a resource to other committees of the church as needed or as directed by the Pastor and Head of Staff.
2. The Treasurer oversees the Financial Secretary and works closely with the Financial Secretary, and other administrative personnel, to coordinate management and smooth execution of financial matters for the church.
3. The Treasurer is available to respond to members of the congregation with respect to general questions related to church finances.

4. The Treasurer works closely with the Pastor and Head of Staff or Associate Pastor in responding to financial questions or concerns, or to highlight concerns observed for members of the congregations to the pastors.

5. The Personnel committee stands ready to provide support, advice, or counsel for concerns the Treasurer may have in carrying out the responsibilities of their position.

Qualifications:

- At least 5 years of experience at the level of Controller or equivalent.
- A working knowledge of fund accounting, broad knowledge of payroll functions, and proficient knowledge for using Excel Spreadsheets.
- A demonstrated willingness and ability to learn software programs associated with the local church.
- Online banking skills
- A capacity to work collaboratively with and support others, including the provision of financial information as needed and authorized.
- The capability to manage transactions and documents with strict adherence to expectations for confidentiality
- Demonstrated written and verbal skills appropriate to working with a diverse population of staff, volunteers, congregation members and visitors to the church.

The candidate must be eligible for 'Bonding' and employment is contingent upon a successful completion of a criminal background check and credit check.

Qualified applicants are expected to have at least 5 years of experience at the level of Controller or equivalent, a working knowledge of accounting and payroll functions, and willingness to learn software specific to church financial operations.

Demonstrated written and verbal skills, appropriate to working with a diverse population, and a capacity to work collaboratively is essential.

Accountability:

The Treasurer is supervised by the Pastor and Head of Staff; accountable to the Trustees, and by extension, the Session.

First Presbyterian Church has provided leadership and maintained a strong presence in Corvallis and Benton County since 1853. The Treasurer's position is best filled by a person who supports the mission and vision of the church.