

\_\_\_\_\_ **District: District Treasurer**  
**Position Description**

**General Purpose:** This position is located in the \_\_\_\_\_ District office. Its primary function is to be the Treasurer for the \_\_\_\_\_ District of the Michigan Conference of The United Methodist Church.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

This position will work with the Director of Administrative Services/Conference Treasurer and the Director of Benefits and Human Resources to make sure policies and procedures are in compliance with laws, conference rules and the current Book of Discipline. They will provide reports to these people when requested.

**Duties and Responsibilities**

**Accounting Responsibilities**

1. Processes month-end and year-end journal entries and preparation of timely financial reports.
2. Reviews month-end and other routine financial reports for accuracy and appropriateness.
3. Distributes reports to all district committees.
4. Implements appropriate internal controls over general ledger transactions.
5. Payment of all district expenses.
6. Safekeeping of historic financial records for the district.
7. Preparation of annual audit (as defined in the 2016 Book of Discipline for local churches).
8. Work with district committees to create district budget.
9. Using formula created by conference, apportion out all District Ministry Shares, collect receipts and track outstanding balances.
10. Perform other duties as assigned.

**Payroll**

1. Handle all aspects of payroll for all district employees excluding the District Superintendent and Executive Assistant to the District Superintendent.
2. Preparation, payment and filing of 941, W-2, 1099's and other necessary tax workpapers.

**Manage Loan Funds**

1. Prepare documentation and amortization schedule needed for loans to local churches from the District.
2. Maintain loan funds accounting of disbursements and payment receipts and prepare monthly Loan Status Report.

#### **Cash and Investments Management**

1. Maintain accounting of cash accounts including disbursements and receipts.
2. Monitor and post timely payments to general ledger.
3. Maintain accounting of investments.

#### **Reconciliations**

1. Prepares monthly reconciliation of all bank accounts to general ledger.
2. Prepares monthly reconciliation of other balance sheet accounts.

#### **Fixed Assets**

1. Maintain Fixed Assets accounting in general ledger system including acquisitions, disposals and depreciation entries in general ledger.

#### **Qualifications:**

- Minimum: Bachelor's degree in Accounting or at least three years' experience accounting.
  - Demonstrated knowledge and skill in applied computer and internet use including an understanding of database architecture, software and database management systems, Microsoft Office products (Word, Excel, Outlook), and communications techniques and processes.
- Excellent problem-solving, organizational and analytical skills
- Good communication and customer service skills and experience.
- An ability to work to a high degree of accuracy
- An ability to work quickly, under pressure and meet deadlines
- An ability to work in a team
- A willingness to engage in ongoing, leading-edge technology professional development

#### **Essential Functions**

##### **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Working Conditions:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to low.