

Church Treasurer Position Description
Osterville Baptist Church
824 Main Street Osterville, MA 02655

Job Description

Position Title: Treasurer

Reports To: Senior Pastor

Overview

The Treasurer role is a six hour per week, part-time, non-exempt position with the goal of providing ongoing service in the area of administering and accounting of the expenditures of Osterville Baptist Church. These duties enable the administrative side of the church to function, thus facilitating the ministry of the Gospel through the church family.

Ministry Goals and Objectives

Support the corporate vision and strategy set by church leadership through financial administration in the following areas:

Weekly

- Record the weekly Deposit
- Pay bills and record debits

Monthly

- Meet with Trustees and provide report
- Reconcile bank statement, keeping a record on file
- Pay mortgage and missionaries
- Oversee the distribution of staff compensation through payroll company

Quarterly

- Compile quarterly report
- Reconcile report to financial secretary's report
- Make copies of report for quarterly business meeting
- Attend business meeting to present report and answer questions

Annually

- Prepare worksheets for budget committee
- Attend and work with budget committee in formulation of next year's budget
- Compile annual report and give report at the annual meeting
- Figure salaries (including retroactive pay) and notify payroll company
- Complete and send out 1099 forms as appropriate
- Create new files for new year, store previous files
- Provide information to auditors as necessary

As Needed

- Provide financial information to Pastors, Staff and Ministry leaders when requested
- Wire transfers as needed
- Notify payroll company of any additional staff or changes in salaries
- Work with Trustees in shopping ongoing contracts (technology, payroll, insurance, etc.)
- Generate cost proposals and pricing information
- Review vendor invoices for accuracy and adherence to specs
- Establishes policies to handle insurance, liability claims, and health, safety and environmental management
- Manage record retention in accordance with requirements of church policies, informal policies, and federal, state, and local requirements
- Prepare statement of church record retention policy for use in policy manual
- Prepare financial analysis of operations and performance dashboard

Position Requirements

Personal and Professional Characteristics

- Be a born-again, baptized believer who loves the Lord
- Possess proven character: exemplifies Christian faith in words and actions
- Possess a proficiency accounting required to fulfill the position
- The ability to communicate with vendors regarding their services
- Willingness to follow the vision, philosophy and policies of the church.

Key Gifts

Administration

Must possess strong administrative and communication skills, the ability to calculate and organize financial data, engage in the ongoing use of current financial software programs.

Qualifications

- Previous understanding and experience in nonprofit accounting preferred
- Ability to utilize current technology
- Understanding of and adherence to risk management policies and practices

Interested applicants for the Treasurer Position should submit a résumé to Senior Pastor Nick Gatzke at nick@ostervillebaptist.org. The deadline for résumé submissions is January 15th, 2012

Osterville Baptist Church

824 Main Street Osterville, MA 02655

About our church

A vacation destination for thousands and known for sandy beaches, sand dunes, lighthouses, and outstanding seafood, Cape Cod, Massachusetts is home to native “Capecodders” and “wash-a-shores”, alike. The Cape has a population of approximately 250,000 people in the off-season. The area boasts some of the most beautiful and valuable real estate in our country, but it is home to people from a wide range of backgrounds and income classes. The number unclaimed, or those who report no religious affiliation (127K) in Barnstable County, exceeds those who report religious affiliation (95K). The unclaimed population represents 57.1% of the total in 2000. The Cape is also home to many faith-based communities who have transformative opportunities.

[Osterville Baptist Church](#) is a growing church in the [Village of Osterville](#), ([Town of Barnstable](#), population 47,821, in [Barnstable County](#)), on beautiful Cape Cod, Massachusetts, with weekly attendance of 300 to 350. We enjoy a strong sense of community, and we are passionately focused on training our worshippers to become mature followers of Jesus Christ. We are committed to transforming our community and world through the saving grace of our Lord and Savior Jesus Christ.

Our Mission Statement and Ministry Purpose

Our mission statement is summarized by three words: Know, Grow, and Go. The mission of OBC is to advance the Kingdom of God by helping people KNOW Christ, by helping people to GROW in Christ, and by helping people GO out to serve Christ — all to the glory of God.

Our Doctrinal Beliefs

- The Bible is the revealed Word of God: inspired, inerrant and the final authority for faith and practice.
- There is one God eternally existent in three persons: Father, Son and Holy Spirit
- We believe in the deity and humanity of Jesus Christ, His incarnation, His virgin birth, His sinless life, His miracles, His death for sinners, His bodily resurrection from the grave, and His personal return from heaven.
- The ministry of the Holy Spirit is to convict, regenerate, indwell, baptize enlighten, and empower all believers for godly living.
- People were created in the image of God, but as a result of sin are lost and powerless to save themselves.
- Salvation is by grace through faith in Jesus Christ apart from good works and religious ceremonies.
- The church is a spiritual body of which Christ is the head.
- There will be a resurrection of the human body, the eternal existence of all people either in heaven, or hell, and in divine judgments and rewards.