

## **Church Treasurer**

4-6 hours per week. Hours are typically flexible.

Wage commensurate with experience and credentials.

This position:

1. Disburses church funds, as approved;
2. Prepares financial documents for the church's governing board, the Accountable Leadership Board (ALB), staff and committees as requested.
3. Balances general ledger accounts.
4. Attends finance team and ALB meeting (usually 3<sup>rd</sup> Mondays).
5. Serve as the back-up to run payroll as requested.
6. Abides by appropriate financial controls (does not handle any incoming funds for the church).

A successful candidate has:

1. Demonstrated work experience in the application of generally accepted accounting principles and standards.
2. Demonstrated ability to manage financial/accounting activities in an accurate and timely manner to insure effective church operations.
3. Knowledge of and ability to effectively use financial software and Microsoft Office suite software necessary to capture, maintain, and report relevant financial data.
4. Ability to maintain confidentiality of financial data as appropriate to performance of essential functions.

Certified Public Accountant (CPA) preferred but not required.

Wauwatosa Avenue United Methodist Church is a Reconciling Congregation dedicated to providing a safe, supportive environment for people of all races, ages and orientations, including members of the LGBTQ+ community. All staff are expected to support the church in welcoming all people.