

Job Description for

CHURCH TREASURER
At Independence United Methodist

Pay bills each week; payroll twice each month; record weekly deposits and Tithely donations; maintain files, bank statements & handle bank reconciling; payroll information, prepares 1099's, etc. Attend & prepare reports for finance meetings, print contribution statements. Prepare year end report (January) and audit (March). Also assist with budget (fall). Record memorial donations & send acknowledgements. Hours vary weekly. Please call Beverly @ 216.407.9790.

June 17, 2024