

Job Title	Treasurer
Reports to	Sr. Pastor
Status/FLSA	P/T, Exempt - flexible work schedule
Hours	25-35 hours/month; flexible (depending upon seasonal tasks)
Compensation	Stipend: \$550/month

Summary of Position

Directs Grace Lutheran Church's financial activities, such as planning, procurement, investments and maintaining all financial records. Serves as a member of the Executive Committee of the Council, and as primary liaison with the Audit Committee.

Essential Duties and Responsibilities *include, but are not limited to, the following:*

- Serves as liaison between Grace Lutheran Church and the Accounting Firm (Centennial Tax as of 2025). Performs administrative tasks such as maintaining information files and processing paperwork.
- Develops and maintains relationships with banking, insurance, and external accounting personnel to facilitate financial activities.
- Maintains knowledge of organizational procedures, federal and state regulations and accounting standards. Ensures adequate system of internal controls to safeguard the congregation's assets and financial position.
- Assists the Personnel Committee with annual renewal of employee insurances and reporting, staff budget preparation, benefit enrollment, payroll and new hire compliance.

Supervision of Others

- Will provide guidance and oversight to train teller volunteers for worship service offering transaction recording

MINIMUM QUALIFICATIONS

Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent and highly accurate math and accounting skills.
- Excellent organizational skills with an ability to analyze information for best solution, and high attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite, QuickBooks Online and comfortable with learning specialized software used by the church.

Education and Experience:

- BA in Accounting or Business Administration
- Five years or more of related experience.

Physical Demands:

- Prolonged periods of sitting and working on a computer.
- Ability to lift 15 pounds

Core Competencies:

- Embodies GLC’s Mission: Accepts and demonstrates Grace’s values of welcoming and serving all those we meet with God’s love and compassion.
- Trust and Integrity: Is widely trusted; seen as direct and truthful; keeps confidentiality; admits when mistakes are made.
- Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

The employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ **Date:** _____

To apply online for this position, go to: bit.ly/GraceJobApp or call 563-322-0769 for a paper copy of the job application form. Completed paper copies should be mailed or emailed to:

Grace Lutheran Church
Attn: Personnel
1140 E High St
Davenport, IA 52803

Note: *This description of duties and responsibilities reflects the overall requirements and general elements of the position. It is not intended as a detailed description of all tasks, activities and job requirements. This job description is subject to change and other job duties could be added or assigned at any time.*

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