



GLOBAL METHODIST CHURCH

Northeast

Conference Treasurer

Mission: *To make disciples of Jesus Christ who worship passionately, love extravagantly, and witness boldly.*

Overview: *The Treasurer, as Chief Financial Officer, is responsible for the financial health of the Annual Conference, as it relates to the management and control of cash flow to and from the churches and other entities within the Conference, accounts receivable, accounts payable, payroll, following state and federal laws, and general financial oversight of assets of the Conference.*

Reports to: *Conference Superintendent (President Pro Tem)*

Works with: *Conference Operations Officer and Conference Finance Team*

Responsibilities and Duties:

Budgeting

- Work with the Committee on Finance & Administration, of the Northeast Annual Conference to establish a budget for the anticipated revenues and expenditures of the Conference.
- Ensure the budget is in line with the mission of the Global Methodist Church.

Cash Receipts

- Receive and deposit connectional giving payments from local church. Ensure that funds received are tracked and acknowledged. This will include keeping record of percent of shared ministry expenses paid by each church.
- Assist local churches to sign up for electronic funds transfers.
- Maintain working relationship with Accounting Service to handle all transactions and provide periodic and other reports as necessary.
- Communicate with local churches when necessary.
- Create a system for receiving funds via mail or check. This may include connectional giving, funds given for special projects, offerings, and funds given by churches or individuals.
- Report year end or periodic statements to contributors.
- Produce cash flow analysis.

- The treasurer will not accept any non-cash gifts or payments except as accepted by the Conference Leadership Council.
- Review and approve bank reconciliations completed by the Accounting Service.
- Manage all account balances to ensure reasonable balances and reasonable maximum earnings. Ensure all cash is FDIC insured.
- Open and maintain bank accounts and other deposited accounts.

Cash Disbursements

- Receive and review all invoices, assuring they are credited to the proper accounts.
- Review all disbursements.
- Promptly disburse funds as per the Conference Finance & Administration Committee standards of operation.

Payroll

- Manage payroll.
- Ensure employee benefits are paid promptly.
- Prepare and send year end all 1099 and W-2s.

Reporting and Communications

- Keep conference leaders, pastors, and churches up-to-date on the entire financial status of the conference on a timely basis in a clear concise format.
- Report to local churches and the Conference the financial status of their churches regarding their financial responsibility to the Conference.
- Timely completion of all necessary government and GMC reporting.

Annual Audit

- Maintain audit trail.
- Work with audit firm or appropriate committee to establish the appropriate accounting controls and perform Annual Audit.

Policies and Procedures

- Develop manual for all cash receipts and cash disbursements.
- Oversee conference investments.
- Maintain internal ethics and accountability.
- Identify and manage risks.
- Select financial software to improve efficiency and compliance.
- Engage in strategic planning

Qualifications:

The Conference Treasurer shall be a mature and enthusiastic Christian with a passion to connect with people, ministry, staff, and possess the following skills, abilities and personal qualities.

Education/Experience

- *Bachelor's degree in accounting, finance, or a related area or 5-10 years experience in business or nonprofit organization with technical knowledge in investments.*

Personal Characteristics

- *Integrity, honesty, excellent communication skills in a variety of media*
- *Ability to work remotely, with access to high-speed internet is required*
- *Must be able to maintain confidentiality*
- *Demonstrate the ability to work independently and utilize sound decision-making skills*
- *Possess excellent organizational skills and be detail oriented*
- *Evidence of a devotion to God in daily life*
- *Commitment to personal, spiritual and professional growth*

Initial Compensation: 24-28 hours/week (salary)

Benefits not included

The Global Methodist Church is a worldwide Christian denomination committed to making disciples of Jesus Christ who worship passionately, love extravagantly, and witness boldly. We value integrity, inclusivity, and community and strive to create a supportive and collaborative work environment.

How to Apply: Interested candidates should submit a resume with at least three professional references, and a cover letter outlining their relevant experience and qualifications and that answers this question: "What are your spiritual gifts, and how do you use them as a treasurer?" to staylor@northeastgmc.org by Monday, September 30, 2024, at 8 pm ET.

Applications without a cover letter will not be considered. Applications received by Monday, September 30, 2024, will be given priority but applications will be received until the position is filled. Compensation commensurate with experience.