

## Lead Treasurer

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Basic Function: The lead treasurer position is accountable for the accounting operations of the congregation, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, enhance the accuracy of the congregation's reported financial results, and ensure that reported results comply with generally accepted accounting principles. The lead treasurer works with the congregation's other treasurers and with the Stewardship and Finance Commission.

### Responsibilities:

- Prepare monthly financial reports and special reports as requested.
- Oversee payroll, make payment of accrued taxes and benefits.
- File quarterly payroll tax returns.
- Produce and file W-2 forms.
- File Business Entity Report.
- Submit annual property tax form.
- Submit annual Workers Compensation Audit
- Ensure compliance of payroll and personnel records.
- Assist the Stewardship and Finance Commission in the budgeting process.
- Understand and maintain a properly organized Chart of Accounts.
- Review financial information on a monthly basis, understand results, variances from budget, and reasons therefor.
- Serve as backup for accounts receivables, accounts payables, and bank reconciliation.
- Maintain confidential information appropriately.
- Maintain existing internal control procedures.
- Help answer questions the other treasurers may have about procedures and accounting software.

### Desired Qualifications:

- Bachelor's degree in finance or accounting
- Certified Public Accountant
- Prior QuickBooks Online experience
- 3 years of non-profit and fund accounting
- Commitment to the mission and vision of Berkey Avenue Mennonite Fellowship.