

Calvary United Methodist Church

4700 Locust Lane
Harrisburg, PA 17109

Job Description

Job Title: Church Treasurer (Accounts Payable)

Reports To: Lead Pastor; works in coordination with the Director of Operations & Youth and Financial & Operational Secretary

Location: Calvary United Methodist Church

Status: Part-Time (20-25 hours/week)

Compensation: Hourly \$28-\$32/hour, depending on experience

Benefits: Paid Time Off (PTO) in accordance with church personnel policies. Employer-sponsored 403(b) retirement plan with church contribution, subject to eligibility and plan provisions.

Mission, Vision, and Values

Mission: The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

Vision: The vision of Calvary Church is Loving Jesus, Loving Neighbor, Building Community.

Values: *Expressive* Worship, *Essential* Faith Development, *Excellent* Hospitality, *Extravagant* Giving, and *Enthusiastic* Witness

Position Summary

The Treasurer is responsible for accounts payable and overall financial management of Calvary United Methodist Church. This includes bill payment, payroll coordination, financial reporting, and budget development as directed by the Finance Committee and Lead Pastor. This role ensures the church's financial operations are handled with accuracy, accountability, and integrity, supporting wise stewardship of resources and informed decision-making by church leadership.

Core Responsibilities

Accounts Payable & Financial Management

- Manage all accounts payable processes, including invoice payment, expense tracking, and adherence to the church's approval systems.
- Maintain accurate financial records and oversee all transactions within accounting software (QuickBooks).
- Reconcile bank accounts, investment accounts, and credit card statements.
- Periodically review and reconcile petty cash and gift card activity to ensure compliance with church financial policies and internal controls.

Payroll & Benefits Administration

- Administer payroll processes in coordination with the payroll service provider.
- Implement approved compensation changes, deductions, and related adjustments

- Manage employee retirement contributions and benefit payments (e.g. Wespath, AFLAC, Colonial Life, etc.).
- Submit employee benefit premiums (AFLAC, Colonial Life, etc.).
- Ensure accuracy, compliance, and timeliness of all payroll-related functions.

Financial Reporting & Oversight

- Prepare and present monthly and annual financial reports for Calvary Church and Calvary Kids Child Care.
- Collaborate with the Finance Committee and its Chair to support financial oversight, including analysis, reporting, and decision-making.
- Participate in Finance Committee, Church Council, and Calvary Kids Board meetings and provide financial insight and interpretation.
- Prepare additional financial reports and documentation as needed to support church leadership and committees.

Budgeting & Financial Planning

- Develop and manage the operational budget for Calvary and Calvary Kids Childcare Center.
- Work collaboratively with the Finance Committee, Calvary Kids Board, and Church leadership and staff.
- Provide financial analysis to support planning and strategic decision-making.

Operational & Administrative Support

- Collaborate with Financial & Operational Secretary to ensure accurate and complete financial records.
- Serve as liaison with CPA for annual financial review or compilation.
- Prepare and support regulatory reporting, annual conference, and denominational year-end reports.
- Ensure congregational ministry compliance with financial policies and procedures.
- Maintain organized financial records to support audits and reporting.
- Perform other duties as assigned within the financial scope of the role.

Accountability & Evaluation

This position reports to the Lead Pastor and works in coordination with the Director of Operations, and the Financial & Operational Secretary. This position collaborates with the Finance Committee, church staff, and external partners. Performance is evaluated annually by the Lead Pastor in consultation with the Staff-Parish Relations Committee and Finance Committee.

Work Schedule: 20-25 hours/week.

Flexible schedule based on financial cycles and reporting deadlines. Additional hours may be required during peak periods (e.g., budget season, year-end reporting, audit preparation).

To apply, submit a résumé and cover letter to office@calvaryunitedmethodist.org. Applications will be accepted until the position is filled.

In alignment with the United Methodist Book of Discipline, the roles of Treasurer (accounts payable) and Financial Secretary (accounts receivable) are intentionally separated to ensure proper financial accountability and internal controls.