



# UNION CHURCH

6165 Steubenville Pike  
McKeesRocks, PA 15136

**Report to:** Session, Trustees and the congregation

**Purpose:** Conduct financial transactions of the church and maintain church financial records according to accepted accounting practices.

**Qualifications:** Spiritual gift of serving, skills in record keeping and banking procedures, discretion

**Job Responsibilities and Duties Include (but not limited to):**

- Record the totals of church giving each week as designated by the Financial Secretary
- Administer the online and Venmo giving
- Ensure the timely approval and payment of Accounts Payable
- Pay church employees through Paychex bi-monthly
- Prepare 1099s
- Record all transactions in Quickbooks
- Prepare a financial monthly report
- Provide quarterly updates on investments and endowments
- Reconcile credit card statements with receipts
- Reconcile bank statements
- Prepare an annual report
- Prepare Worker's Compensation audit
- Attend monthly Finance Committee meetings

**Current Stipend:**

\$100 bi-weekly / \$200 monthly / \$2,400 annually

**Evaluation:**

The Treasurer receives an interim and annual performance evaluation by the Session in collaboration with the Administrative Support Team and the Finance Committee. Compensation is reviewed annually. The Session will have final approval of all performance and compensation recommendations.

Interested persons should contact the church office at [admin@unionpresbychurch.org](mailto:admin@unionpresbychurch.org).