

Christian Church in Kansas - Christian Church (Disciples of Christ)
Position Description

Date: September 6, 2024

Job Title: Treasurer for Christian Church in Kansas

Reports to: Regional Minister & President

Position Summary: The Treasurer for Christian Church in Kansas oversees the financial health of the region to include compliance, budget preparation, financial reporting and supporting the region's ministries.

Essential Duties and Responsibilities

- Serves and supports the region as an officer of the Regional Board
- Supervises the receiving, recording, and depositing of all funds into the proper accounts
- Supervises the disbursement of all funds according to the authority designated by the Regional Board
- Reviews monthly bank and quarterly investment statements
- Reviews and presents monthly finance reports to the Regional Board.
- Works closely with the region's bookkeeper to review books and processes
- Participates in regulatory filing and audit processes
- Attends in-person and virtual staff meetings and meetings of the Regional Board
- Participates in Regional Board and Executive Committee conference calls as required
- Coordinates annual benefit enrollment and participation for staff and Executive Staff
- Coordinates annual budget planning and presents the budget to the Regional Board
- Serves on the Financial Committee
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Qualifications/Experience

- Strong accounting and bookkeeping experience. Familiarity with not-for-profit fund accounting is preferred.
- Financial reporting and auditing experience
- Strong technological skills required including Zoom and experience in Excel, QuickBooks, and online financial services.
- Strong communication skills – verbal and written
- A heart for ministry and stewardship. Familiarity with the Christian Church (Disciples of Christ) is preferred.

Work Environment/Physical Demands/Travel

- Part-time position of approximately 25 hours per month with some flexibility
- While the region is based in Topeka, KS, a hybrid of remote work and required in-person meetings is available. A small office at Disciples Center at Tawakoni may also be available.
- Occasional travel to meetings of the Regional Board is expected. Travel expenses will be reimbursed.

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This job description reflects the region's assignment of essential functions. It is not meant to be an all-inclusive list of the work that may be assigned.

Approved by:

Regional Minister & President

Date

Board Moderator

Date

I have read and understand this job description and have received a copy of same.

Name

Date