



Job Posting
Treasurer

Hamilton Community Church is seeking to hire a Treasurer who will assume the following responsibilities

Responsibilities:

- Accounts payable functions
- Monitor expenditures
- Maintain church books through Jewel software
- Participate in finance team committee and leadership team committee
- Manage payroll of church employees
- Count and deposit Hamilton's weekly tithe and offering
- Balance bank accounts and credit card statements monthly
- Send out contribution reports yearly
- Answer phone calls made to the church phone
- Work with the Pastoral Staff on the administrative needs of the church

Qualifications:

- To have a genuine connection with Jesus
- To have a good understanding of managing church finances
- To have the ability to work on a team

Job Details:

Hours: 20 hours per week

Pay: \$15/hour

Supervisor: Pastoral staff

Date of position opening: immediately

To apply for this position, send an email with your resume to ben@hamiltonchurch.com