



**FIRST PRESBYTERIAN
CHURCH**
SALT LAKE CITY, UTAH

12 C Street, Salt Lake City, Utah 84103
Telephone: 801.363.3889 Fax: 801.363.1344
www.fpcslc.org

Job Posting: Church Treasurer

Reports to: Senior Pastor, Session (Elder Board). Liaisons with Finance Committee continuously, and other committees as needed.

Status: Hourly, Anticipated schedule of 16-20 hours per week upon completion of training (initially may be up to 20-24 hours). Hybrid weekly in-office/virtual presence with required attendance at committee meetings.

Affiliation: First Presbyterian Church of Salt Lake City, a congregation of the Presbyterian Church (U.S.A.)

Position Summary

The Church Treasurer is responsible for overseeing the day-to-day financial operations of the church (including our onsite preschool, C Street Child Development Center) by maintaining accurate financial records, ensuring compliance with applicable laws and denominational requirements, and supporting church leadership through accurate financial reporting and stewardship of church resources. This position requires access to confidential financial, donor, payroll, and personnel information. The Church Treasurer is expected to maintain strict confidentiality and exercise sound judgment in all matters.

Church Context

First Presbyterian Church aims to be a warm, intergenerational community of Christ followers. We keep our mission simple: love God, love one another, love neighbor, and make disciples. To get a feel for First Pres: www.fpcslc.org and www.youtube.com/@fpcslc

C Street Child Development Center

The position responsibilities include in the record keeping of C Street Child Development Center. In addition, Invoices and receipts are issued according to childcare payment schedule. Annual tuition statements are sent to parents.

Qualifications

Required Qualifications

- High school diploma or equivalent.
- Experience in bookkeeping, accounting, payroll, or financial administration.



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- Proficiency with QuickBooks, Excel, and financial software.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and professionalism.

Preferred Qualifications

- Associate or bachelor's degree in accounting, finance, or related field.
- Experience in nonprofit or church financial management.
- Familiarity with Presbyterian church governance and reporting requirements.
- Experience preparing payroll tax filings and annual reporting documents.
- Familiarity with Church Planning Center, Bamboo HR software

Knowledge, Skills, & Abilities

- Knowledge of generally accepted accounting principles (GAAP).
- Ability to manage multiple deadlines and priorities.
- Strong written and verbal communication skills.
- Ability to work independently, collaboratively, and ethically.
- Strong analytical and problem-solving skills.

Physical Requirements

- Ability to sit and work at a computer for extended periods; lift up to 20 pounds occasionally; file, organize, and retrieve financial records.

Key Responsibilities

- Prepare and complete timely weekly bank deposits for all church receipts, ensuring proper documentation, accuracy, and adherence to internal financial controls.
- Process payroll and prepare all related payroll reports in compliance with applicable federal, state, and local laws and regulations.
- Maintain accurate and up-to-date financial records, including cash receipts and disbursement journals, the general ledger, and any necessary subsidiary ledgers through the church's accounting software and in accordance with church policies and applicable record-retention requirements.



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- Prepare monthly financial statements, including balance sheets, income statements, budget-to-actual reports, and other reports requested by the Session (Elder Board) or designated committees.
- Maintain confidential donor contribution records within the church database; prepare and distribute quarterly and annual contribution statements and stewardship reminders as appropriate. Maintain accurate records related to investments, memorial gifts, designated gifts, stock donations, and other special contributions; coordinate acknowledgements, receipts, and thank-you correspondence as appropriate.
- Reconcile all bank accounts, investment accounts, credit card accounts, and other asset accounts on a regular basis; process authorized payments and issue checks or electronic payments in accordance with established approval procedures.
- Manage accounts payable processes to ensure timely payment of invoices and expenses that have received appropriate approval in accordance with church policies and authorization procedures.
- Assist the Session, Finance Committee, and church leadership in the preparation and administration of the annual operating budget, including gathering budget requests, preparing supporting documentation, and monitoring budget performance throughout the year.
- Prepare and submit all required financial reports, filings, and tax documents for local, state, federal, denominational, and regulatory agencies in a timely and accurate manner, including but not limited to:
 - Payroll tax filings and related reports
 - Annual tax forms and reporting documents
 - Financial and budget reports for church leadership
 - Quarterly stewardship and contribution reports for members
 - Reports required by the Presbyterian denomination and governing bodies
- Provide financial and accounting support, guidance, and reporting assistance to church staff, committees, and ministry leaders as requested and appropriate.
- Work collaboratively and professionally with church staff, officers, volunteers, committees, and members while maintaining strict confidentiality regarding personnel, donor, and financial matters.
- Maintain proficiency in accounting and database software. Utilize QuickBooks, Excel, and church management systems. Recommend efficiencies and process improvements where appropriate.
- Support and comply with all church financial policies, internal controls, audit procedures, and best practices designed to protect church assets and ensure accountability.



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- Perform other related financial and administrative duties as assigned by the Session, Finance Committee, Pastor, or church leadership.
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Compensation

A competitive hourly rate will be offered commensurate with experience and qualifications.

How to Apply

Please submit a resume and cover letter to: office@fpcslc.org

In your cover letter, please briefly describe:

- Your experience in bookkeeping and accounting,
- Any relevant experience in church or non-profit finance,
- What interests you in this position.