

Position Title: Church Treasurer

Principal Purpose:

Performs professional accounting work including analyzing and verifying fiscal records and reports; preparing financial and statistical reports; providing information to Church Staff regarding accounting practices and procedures and reconciling general ledger accounts; assist in preparing the Church's annual and midyear budget; prepares year-end reports and schedules; train and provide technical advice to board members; performs related work as required.

Major Work Characteristics:

Knowledge of generally accepted accounting practices and principles; audit practices and principles; budgeting practices and principles; applicable laws, codes and regulations, techniques for dealing with a variety of individuals from various socioeconomic, cultural, and ethnic backgrounds.

Education:

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, or a related field; one year of general fund accounting experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must be proficient in Microsoft Office Suite.

Please submit a resume with a cover letter to The Tabernacle Baptist Church Human Resource Committee Attn: Deacon Philip Murray at 2188 Woodward Ave. Columbus, OH 43219. The last day to apply will be Friday, Mar 3rd, 2024.