

BRCC Job Description

Treasurer

Role: Oversee the management and reporting of the church's finances. Serve as gatekeeper for the church by safeguarding, overseeing, stewarding, planning, documenting, and reporting all financial transactions, while protecting the name of Jesus, Blue Ridge Community Church, and its employees.

Reports To: First Impressions & Operations Executive Director

Experience and Abilities:

- Ability to provide spiritual leadership and shepherding
- Bachelor's degree in accounting or equivalent experience
- Experience with Payroll, Accounts Payable, and Receivables/Contributions
- Process oriented with extreme attention to detail
- Excellent time management and strong communication skills
- High level of integrity, discretion, and trustworthiness
- Management and leadership skills

Responsibilities:

- Provide spiritual leadership, shepherding, oversight, and training to the Finance team
- Responsible for General Ledger postings, and month-end and year-end closings
- Process, document, and report noncash contributions
- Oversee payables, resolving issues, and ensure proper approval for disbursement of funds
- Reconcile and post travel expense reports
- Issue and maintain corporate credit cards, reconcile accounts, and resolve discrepancies
- Prepare and file 1099s annually
- Process payroll including payroll tax filings and W-2s
- Onboard and offboard employees and interns and complete employment verifications
- Develop and ensure strong internal controls including account integrity and consistency
- Orchestrate an annual budget process that aligns financial resources with the church's mission and goals
- Regularly monitor and compare actual expenses with approved budget
- Provide financial reporting, explanation, and analysis to senior leadership
- Assess products, technologies, and services for Finance team and oversee integration
- Forecast cash flow and assess church's fiscal health
- Responsible for regular risk assessment
- Schedule, oversee, and confirm the results of the annual financial audit and Workers Compensation audit
- Manage investments and investment contributions to the church
- Maintain banking, credit, vendor, and donor relationships
- Daily management of cash and debt
- Ensure compliance with federal, state, and corporate governance regulations
- Asset Tracking