

## **From Trustee Ministry:**

**The Trustee Ministry is beginning its search for a new Church Treasurer for 2019. Our current Treasurer, who has performed outstandingly, is stepping down.**

**We are seeking a qualified candidate to shadow our current Treasurer and to be ready to take over in January 2019.**

**Please see Bill Talbert, Finance Committee Chair, or any member of the Trustee Ministry if you have an interest, or if you know of a qualified candidate. We will provide you with a detailed description of the roles and responsibilities of the Treasurer and or you can pick up a copy on the front counter. You do not necessarily have to have a finance background, but it would be helpful. You must have been a member of Second Baptist Church for at least 3 years. This position does require a weekly time commitment of at least 2 hours.**

**Again, we would like to have a successor in place in the next month or so, to have ample time to train for the position.**

**Thank You**

**Second Baptist Church**  
**3300 Broad Rock Boulevard**  
**Richmond, VA 23225**

**Duties of the Church Treasurer**

- 1 Deposit all money collected after Sunday service into various bank accounts.
- 2 Reconcile all monthly bank statements-accounting Firm - Kirby & Associates.
- 3 Acts as liaison between Finance Ministry and the Trustee Ministry.
- 4 Assist with the preparation of semiannual financial statements.
- 5 Assist with the preparation and presentation of annual Church budget.
- 6 Prepare and present financial report at the semi-annual and annual Church meeting.
- 7 Attend all monthly Finance Ministry meetings.
- 8 Report weekly/monthly expenditures to the Trustee Ministry Chair.
- 9 Order deposit slips - on-line.
- 10 On-site weekly file of bills, payables, etc.
- 11 Review purchase orders.
- 12 Provide tax forms for new employees, order on-line.
- 13 Purge files to recycle - Trustee Chair calls Shred-It for pick-up.
- 14 Obtain forms from BB&T Bank yearly, to update signatures for signing checks and person picking-up or ordering bank bags on-line.

If you are interested in applying, please contact Bill Talbert by text or phone at 804-516-9192 for an application form.