



Treasurer Position Description

Position Summary

The Treasurer serves as an officer of Chatham Community Church, providing governance-level oversight of the church's financial condition, fiscal integrity, and stewardship of financial resources. Serving as a member of the Finance Team and in close partnership with the Executive Pastor, the Treasurer helps ensure that the church's financial practices support its mission while remaining consistent with the church's bylaws, policies, and applicable legal and accounting standards.

The Treasurer contributes strategic financial insight, represents the Lead Team within the Finance Team, helps oversee the annual budgeting process in conjunction with the Executive Pastor, reviews financial reporting and audit or financial review results, and provides accountability and governance oversight on behalf of the Lead Team.

Rather than functioning as the primary processor of financial transactions, the Treasurer provides governance-level oversight, financial insight, and leadership support while helping communicate the church's financial health and stewardship clearly to leadership and congregation.

Core Responsibilities

Financial Oversight & Accountability

- Review monthly and annual financial reports for accuracy, clarity, and alignment with approved budgets, and keep the Lead Team informed regarding the financial condition of the church.
- Monitor church financial health, including income trends, expenses, cash flow, reserves, designated funds, and other indicators of the church's long-term financial sustainability.
- Ensure appropriate financial controls, accountability structures and financial reporting practices are functioning effectively and are consistent with the church's bylaws, approved policies, and applicable legal requirements.
- Review reconciliations, payroll summaries, and major transactions prepared by staff or vendors, providing governance-level oversight of the church's financial affairs.
- Coordinate annual financial review or audit processes and communicate the results and any significant recommendations to the Lead Team.
- Exercise fiduciary oversight of the church's financial affairs on behalf of the Lead Team, helping identify significant financial risks and recommending appropriate actions when necessary.

Finance Team Participation & Governance Leadership

- Serve as an active member of the Finance Team led by the Executive Pastor.
- Represent the perspective and accountability concerns of the Lead Team in financial discussions and decisions, helping ensure that financial recommendations support the church's mission, bylaws, and governance responsibilities.
- Collaborate with Finance Team members in areas such as accounting, bookkeeping, financial advising, policy/procedures, and administration.
- Support healthy financial accountability structures and decision-making processes, including the implementation and periodic review of financial policies and procedures.
- Assist in identifying financial risks, sustainability concerns, and governance implications, and provide recommendations to the Executive Pastor, Finance Team, and Lead Team as appropriate.
- Provide financial counsel to the Lead Team in support of its governance responsibilities and strategic decision-making.

Budgeting & Strategic Planning

- Partner with the Executive Pastor in leading the annual budgeting process and developing a proposed operating budget for review and approval by the Lead Team.
- Collaborate with ministry leaders, Finance Team members, and church leadership to evaluate ministry priorities and financial implications.
- Review and provide insight regarding staffing plans, facility needs, reserves, debt, capital improvements, and future ministry opportunities, helping ensure financial decisions support the church's long-term mission and sustainability.
- Help assess long-range financial sustainability, organizational risk, and the financial implications of significant strategic initiatives.

Financial Communication & Transparency

- Present financial reports and updates to the Lead Team and congregation as appropriate, helping to ensure that the Lead Team remains informed of the church's financial condition.
- Help create clear and accessible financial communication that connects stewardship to mission and ministry impact.
- Support a culture of generosity, trust, transparency, and faithful stewardship through consistent and accurate financial communication.
- Assist with preparation of annual budget presentations, congregational meetings, and other financial communications as needed.

Policy, Compliance & Risk Management

- Partner with the Finance Team to develop, implement, and periodically review financial policies, reimbursement procedures, spending controls, reserve policies, and other financial procedures.
- Ensure compliance with applicable legal and regulatory requirements, the church's governing documents, and approved financial policies.

- Oversee appropriate handling of restricted funds and designated gifts.
- Support regular review of insurance coverage and risk management practices and other safeguards that protect the church's financial resources.

Desired Qualifications

- Be a Partner in good standing of Chatham Community Church or be willing to pursue Partnership within an agreed-upon timeframe.
- Demonstrate Christian character consistent with the biblical qualifications for church leaders, including being above reproach, trustworthy, self-controlled, honest, faithful in personal relationships, and a person of good reputation.
- Exhibit a mature and growing relationship with Jesus Christ, supporting the mission, vision, values, and Statement of Faith of Chatham Community Church.
- Model faithful stewardship, humility, wisdom, and servant leadership.
- Demonstrated financial competency and integrity.
- Ability to understand and communicate financial information clearly.
- Experience in financial oversight, accounting, budgeting, business leadership, or nonprofit finance preferred.
- Collaborative leadership skills, with the ability to work effectively alongside the Executive Pastor, Finance Team, Lead Team, staff, and volunteers.
- Ability to maintain confidentiality, exercise sound judgment, and demonstrate appropriate discretion.
- Commitment to transparency, accountability, and healthy governance.
- Alignment with church mission, values, and leadership culture
- Ability to maintain confidentiality and appropriate discretion.
- Ability to understand financial statements, budgets, internal controls, and organizational financial reporting.
- Familiarity with nonprofit or church financial practices is preferred but not required.
- Successfully complete a criminal background check consistent.
- Be legally eligible to serve as an officer of a North Carolina nonprofit corporation.
- Demonstrate no actual or unresolved conflicts of interest that would impair independent financial oversight, in accordance with the church's Conflict of Interest Policy.

Estimated Time Commitment

This is a 3-year appointment with an estimated average commitment of 7–12 hours/month during normal seasons, with additional seasonal hours during budget preparation, year-end closing, audits/reviews, and major financial initiatives.

Interested candidates should contact Jaime Castañer (jaime@chathamchurch.org).