



Abiding Hope Church is an Evangelical Lutheran Church in America (ELCA) congregation based in Littleton, Colorado. Abiding Hope Church is a radically inclusive community of God's children who are called to be the heart, hands, and feet of Jesus in the world.

### **Treasurer Job Description**

Abiding Hope is seeking an energetic professional who has a passion for the local church and God's mission in the world. We are looking for a team player who is experienced in handling both accounting and financial analysis tasks at Abiding Hope Church. This person should be a self-starter with demonstrated problem solving capabilities. This is a flexible Part-time position that typically works 15-20 hrs/week. The Treasurer will assist the Lead Servant for Operations and staff in all areas of the financial process and will ensure Abiding Hope maintains strict financial standards to uphold our 501C3 non-profit status.

**Salary Range:** \$25-30 dollars an hour based on experience

### **Responsibilities:**

- Proficient use of QuickBooks Online, including customization of monthly and annual reports.
- Payroll/benefits processing for approximately 75 employees through an online platform.
- Maintenance of accurate accounting records for revenue that is restricted by time or purpose.
- Monthly detailed review of financial statements prepared by an outside accounting firm; preparing and adjusting journal entries as needed.
- Monthly participation in Finance Committee meetings. Plays a key role in reviewing financial results with its members, as well as follow up implementation of requests for additional financial analysis.
- Analysis of monthly budget variances in collaboration with responsible Lead Servants, determining implications for achieving annual budgeted expense and revenue goals.
- Monthly preparation of financial statements and cashflow projections in formats as prescribed by the Finance Committee and the Church leadership team.



303-972-1283



6337 S. Robb Way  
Littleton, CO 80127



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- Coordination of the development of the annual operating budget with the Lead Staff in charge of various ministries.
- Allocation of the approved annual budget monthly at the account level for inclusion in QuickBooks by outside accounting firm.
- All other duties as assigned

### **Requirements:**

- A bachelor's degree in accounting a plus and five or more years of proven financial experience.
- Attention to detail and problem-solving skills.
- Financial Management.
- Financial Reporting.
- Financial Analysis.
- Proficient in QuickBooks Online.
- Internal Controls and compliance.
- Banking and investments.
- Strategic financial planning including auditing and review.

**Work Schedule:** This is a flexible position.

**Location:** Abiding Hope Church, 6337 S. Robb Way, Littleton, CO 80127

**Job Type:** Part-time

**Send resume** to [dana@abidinghope.org](mailto:dana@abidinghope.org)



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