

Treasurer Job Position Description

- Title:** Treasurer
- Type:** Staff
- Status:** Part time—5 hours per week @ \$25.00 per hour
- Purpose:** The Treasurer shall be the chief financial officer of the Presbytery, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties and business transactions of the Presbytery and the corporation.
- General Goal:** To assist the Presbytery in its overall financial well-being while managing the resources for the Presbytery's goals.

Position Responsibilities:

- I. Function: As directed by the Presbytery, the Treasurer shall work with the bookkeeper to ensure the following: deposit all money and other valuables in the name of and in the credit of the Presbytery, disburse its funds, and render a statement of its accounts and transactions.
 1. The Treasurer shall make an annual fiscal report for the preceding calendar year at the first stated meeting of the Presbytery.
 2. The Treasurer shall have the books of the Presbytery reviewed annually in accordance with accredited accounting procedures.
 3. The Treasurer shall be insured against theft.
 4. The books of account shall be available for inspection during normal business hours to any member of the Presbytery.
- II. Function: The Treasurer is an officer of the Presbytery, and as such will attend meetings of the Presbytery with voice and vote, and will attend meetings of the Presbytery Admin Team and the Finance Committee as an ex-officio member.
 1. Review all financial reports of the Presbytery monthly.
 2. Provide the Admin Team with updates on the Presbytery's investment portfolio and answer questions about market conditions.
 3. Ensure the New Covenant Funds Management makes necessary adjustments to the investment portfolio within the guidelines of the Admin Team's Investment Guidelines to rebalance the portfolio as will be beneficial to the Presbytery's overall financial well-being.
 4. Assist the Bookkeeper as needed for accurate accounting.
 5. Be familiar with the Presbytery's accounting software or establish a back-up to the Bookkeeper.
 6. Coordinate, advise and assist in the annual preparation of the budget.

- III. Function: Serve as consultant and resource person to congregations on financial matters or recommend who to contact on such matters.
1. Be available to the congregations of the Presbytery that may need and call for assistance with financial concerns, such as investments, policies, payroll, taxes, and forms.
 2. Be available to congregations of the Presbytery that may need and call for assistance with financial concerns, such as terms of call, tax reporting, and other financial matters.
 3. In conjunction with the Admin Team provide for Treasurer Training events to help local congregational staff and members.
- IV. Function: Engage in national and ecumenical stewardship and financial events to improve the Presbytery's cooperation and enlightenment in both theological and practical matters regarding the use of resources.
1. Attend national church programs such as Mid Council Financial Network Conference and the Stewardship Kaleidoscope Conference to be a resource for the Presbytery's congregations and pastors in financial matters.

Relationships, Accountability, and Evaluation:

Reports to: The Lead Presbyter as head of staff, Administration Team, and Personnel Committee.

Coordination: With the Bookkeeper, the Lead Presbyter, the Stated Clerk, the Admin and Finance Committees, and all committee chairs of Presbytery.

Evaluation: Annually by the Personnel Team with input from Leadership Team, Lead Presbyter and the Chair of Admin

Skills, Knowledge, Attitudes, and Commitments:

1. Supports the vision of the Presbytery
2. Ability to work with others and interact with committees
3. Ability to read and explain financial reports
4. Familiarity with accounting practices for non-profit organizations
5. Computer aptitude including familiarity with Word and Excel programs
6. Understanding of financial markets: the workings of the stock market, market trends, awareness of bonds, and the interest rate impact on the fixed income market