

APPENDIX C

POSITION DESCRIPTION

TITLE: FINANCIAL ADMINISTRATOR/TREASURER

Full Time

PURPOSE: The financial administrator/treasurer shall serve as the financial officer of the Presbytery and custodian of all financial records.

ACCOUNTABILITY: He/She shall be accountable to the Presbytery through its Leadership Team and the Administration Committee. He/She will be supervised by the General Presbyter.

TERM OF SERVICE: Indefinite

RESPONSIBILITIES:

1. To maintain the general ledger for Presbytery, utilizing Presbytery's computer system.
2. To oversee the receipt and disbursement of all monies and other funds of the Presbytery.
3. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery, its Leadership Team and Committees.
4. To support the Stewardship Committee in its work of developing, implementing and reviewing the annual Presbytery budget.
5. To notify congregations and individuals of the status of their financial commitments to Presbytery and other mission beyond the congregation and to respond to related questions and concerns from church officers and ministers.
6. To administer the Presbytery's investments under the direction and oversight of the Stewardship Committee.
7. To oversee the churchwide reporting forms required of the Presbytery and its churches.
8. To provide all financial statements and records to the Stewardship Committee for carrying out its function as the audit committee of Presbytery, and to submit all requested schedules and other documents to the independent auditing firm hired by Presbytery.
9. To act as the Presbytery's financial liaison with the Synod and the General Assembly.
10. To serve ex-officio as Secretary/Treasurer of Bluestone Conference Center, Inc.

EVALUATION: The Administration Committee will annually evaluate the Financial Administrator/Treasurer's performance and review terms of call. Conduct a major evaluation prior to the conclusion of the third year of service. Review and revise the position description as needed.

COMPENSATION: Defined in terms of call, reviewed annually by Administration Committee and approved by the Leadership Team and Presbytery.

TERMINATION: By mutual consent of the Financial Administrator/Treasurer and the Presbytery, or by action of the Presbytery, upon recommendation of the Administration

Committee. Fair and adequate notification shall be given to the Financial Administrator/Treasurer.

PERSON DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER - PRESBYTERY OF WEST VIRGINIA

The Financial Administrator/Treasurer, insofar as possible, should have these qualifications, characteristics and abilities:

1. A Christian commitment and spiritual maturity.
2. A commitment to stewardship as a matter of faith and spiritual discipline in which money is a means to do mission and ministry.
3. Perceives self as a servant of the Presbytery and exhibits a working style that is both collegial and consultative.
4. Demonstrated competence in total financial management.
5. Extensive and detailed working knowledge of computers and computer management, including demonstrated ability to use general accounting software and outstanding keyboard skills.
6. Demonstrated written and oral communication skills, including ability to use the telephone.
7. Problem-solving skills and the ability to take initiative in enhancing the function of the office of Financial Administrator/Treasurer.
8. The ability to delegate and supervise staff, including voluntary staff and temporary paid staff.
9. Fund accounting and bookkeeping knowledge.
10. Bondable.