



## **Position Description – Treasurer**

**TITLE:** Treasurer

**PURPOSE:** The Church Treasurer is responsible for the financial ministry of the church—the safe, transparent and efficient management of church funds and accounts.

**SERVING RELATIONSHIP:**

The Treasurer is accountable to the Congregation to disburse all funds received according to the current approved budget and Policy and Procedures of the church. The treasurer is part of the officer team along with Moderator, Vice Moderator and Clerk, who along with the Senior Pastor share in leadership, ensuring the health and well-being of the congregation and upholding the church's vision and mission as its guiding directives.

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**SPECIFIC ROLES & RESPONSIBILITIES:**

**Treasurer:**

- ◆ Maintains records of proper receipts, accounting and disbursements of church funds within the policies established by the church for financial responsibility.
- ◆ Makes monthly and annual financial reports to the church regarding expenditures and receipts.
- ◆ Keeps accurate records in appropriate financial documents of all monies received and disbursed.
- ◆ Reports regularly to appropriate committees and teams, including staff and especially the Senior Pastor, head of staff.
- ◆ Serves as a resource and make recommendations concerning investments of funds.
- ◆ Maintains and ensures the updating of documentation about the church's assets for insurance and other purposes.
- ◆ Ensures that all government taxes, reports and financial regulations are met.
- ◆ Files for audit a record of all income and expenditures.
- ◆ Keeps appropriate committees apprised of trends or changes in financial matters.
- ◆ Inspires confidence and generosity toward commitment to the congregation's mission and ministry, working in close collaboration with the Stewardship and Finance Committees.

**WHAT THE TREASURER IS NOT AND DOES NOT DO:**

- ◆ Make decisions on where funds are spent.