

## Job Description

POSITION: Treasurer

PURPOSE: The ministry of the church's Treasurer is one of Stewardship—managing, safeguarding, and maintaining the financial resources entrusted to the church by the congregation and others to carry out its mission and vision.

SELECTION: The Treasurer is an officer of the church, elected by simple majority at an Annual Meeting.

REPORTING LINES: The Treasurer receives cooperation from the Parish and Finance Committees, Office Administrator and Assistant Treasurer. The Treasurer reports directly to the Parish Committee. The Chair of the Parish Committee and the Minister will give an annual review to the Treasurer.

RESPONSIBILITIES:

### ***Church:***

- Provide direct supervision of the Assistant Treasurer
- Oversee internal controls to protect the assets of the church.
- Ensure that accurate records of church finances are maintained.
- Oversee the receipt and recording of all income.
- Oversee the disbursement and recording of all expenditures including payroll.
- Oversee the counting and depositing of pledges and offerings and the recording of all member pledges.
- Ensure that members receive pledge status letters at least semi-annually.
- Review the monthly (budget vs. actual) financial reports from the Assistant Treasurer and ensure that bank statements are reconciled.
- Coordinate the annual renewal of Property and Liability Insurance, with assistance from the Finance Committee.
- Coordinate the Kent House Lease, with assistance from the Finance Committee.
- Serve as voting member of the Parish Committee and the Finance Committee.
- Work closely with Building and Grounds Committee and the Capital Improvement Committee.

- Present quarterly Financial Reports to the Parish Committee.
- Work with the Parish Committee and Finance Committee to establish spending priorities and prepare the annual Budget for the church.
- Provide the congregation with any requested financial information and oversee preparation of financial reports for presentation at congregational meetings.
- Ensure that employees receive W2's and that Assistant Treasurer prepares year end 1099's if applicable.
- Advise on and execute payment of staff pay increases/holiday bonuses.
- Take a key role, as necessary, in dealing with special financial needs, e.g., determining compensation packages; property transfers; significant Capital Improvement expenditures, etc.
- Participate in the internal audit process.

***Other Programs of the Church:***

- Quarterly, review the financial statements of the James Library and the Pre-School.
- Bi-annually, meet with the Treasurers of the James Library and the Pre-School.
- Review financial reports submitted by the James Library and the Pre-School to be included in the Annual Report.
- Support the James Library and other programs of the church with grant applications and other major initiatives.
- Support Trustees of the James Library Charitable Trust.

**KNOWLEDGE AND SKILL:**

- Accounting background through education and/or experience with knowledge of basic accounting principles is preferred.
- Excellent Excel skills (at least intermediate level).
- Honesty and trustworthiness is critical to ensure complete confidence of the congregation regarding management of the church's financial assets.
- Organization and attention to detail is key to ensuring that many tasks are completed, both accurately and in a timely manner.
- Commitment is a core competency as the Treasurer's job is time-consuming. Even though a number of tasks are delegated to others, it is the Treasurer's responsibility to ensure that those tasks are completed appropriately.
- The ability to work well with others is required because a significant part of the Treasurer's responsibilities involve interacting with others within the church.