

Position Description for the Treasurer

Requirements

1. Financial knowledge of Eastminster Presbyterian Church
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
3. Understanding of financial accounting for nonprofit organizations.

Responsibilities

General

1. Works with the Board of Trustees for development and observation of financial policies.
2. The Treasurer provides accounting services, oversees automatic withdraws for budgeted expenses and makes recommendations of a financial nature but does not set policy.
3. The Treasurer does not have signature authority and as such can not disperse funds.
4. The Treasurer is under the immediate direction of the Board of Trustees and ultimately of the Session.
5. The Treasurer attends all Trustee meetings and such Session meetings as are required.
6. The term is unlimited but must be renewed each year by a vote of Session.

Accounting

1. The Treasurer organizes and supervises the Accounting Department.
2. Organizes the counting of monies received during worship.
3. Ensures that financial records are maintained and archived.
4. Keep the Board of Trustees informed, in a timely fashion, of key financial events, trends, concerns, and assessment of fiscal health.
5. Prepares monthly reports (Income vs. expenses, Balance Sheet & Trust Funds valuations)
6. Prepares yearly reports for the Annual Report and Presbytery.

Budgeting

1. Using estimates of income and expenses from the committees of the church as well as past performance the Treasurer prepares the first draft of the budget. This budget is not expected to balance.
2. Keeps currently informed of PC(USA), Presbytery pension and benefits requirements used in payroll calculation.
2. The Board of Trustees reviews the draft budget making the necessary changes to accomplish the mission of the church and achieve balance. The budget is then submitted to Session for Approval.

Trust Fund Responsibilities

1. The Treasurer produces a monthly statement of Trust Fund performance and allocation.
2. The Treasurer has no responsibility to invest the Funds of the church, that responsibility lies with the Board of Trustees and it's designates (currently Peoples Bank).