

Presbytery of Susquehanna Valley
Office of Treasurer
DRAFT—recommended to Presbytery by Cabinet, 7 Sep 2016

Position: TREASURER

Purpose: To be the chief fiscal officer of the Presbytery and custodian of its funds and securities. To provide counsel to financial entities of Presbytery.

Responsibilities:

1. Receive and disburse all Presbytery funds , including invested funds (such duties may be delegated, i.e. to hired bookkeeper), as directed by Cabinet and/or Presbytery;
2. Provide a financial report at each meeting of the Presbytery and Cabinet;
3. Have current budget information available at Presbytery gatherings through bookkeeper;
4. Oversee the work of the Bookkeeper in consultation with the chair of the Finance Sub-Committee of Cabinet;
5. Serve as the primary Presbytery representative for bank accounts;
6. Serve as a check-signer for the Presbytery;
7. Process international wire transfers;
8. Keep Presbytery updated with information pertaining to Social Security and other state and federal regulations, as this information is received;
9. Oversee all Presbytery investments in conjunction with the Cabinet's Finance Sub-Committee;
10. Perform the reconciliation of bank accounts with the bookkeeper monthly (via LogMeIn to desktop and phone);
11. Provide, with the bookkeeper, all accounts for a yearly review or audit, as requested by Cabinet;
12. Provide all Sessions with annual notices of Per Capita apportionment prepared by the bookkeeper, and assess periodically throughout the year through bookkeeper;
13. Provide financial information to Cabinet's Finance Sub-Committee for the preparation of the Presbytery's annual budget;
14. Serve as an ex-officio member of Finance Sub-Committee of Cabinet;
15. Serve as an ex-officio member of the Cabinet; and
16. Enter into relationships with financial institutions on behalf of Presbytery (e.g., checking accounts, safe deposit box) as directed by the Cabinet and/or Presbytery.

Qualifications:

1. Have the ability to communicate budget information clearly.
2. Have adequate accounting and financial experience.
3. Have knowledge and understanding of the Presbyterian Church (USA) - its structure and mission.
4. Be proficient with the computer and internet.

Accountability:

The Treasurer is accountable to the Presbytery through the Finance and Personnel Sub-Committees of Cabinet.

Relationships:

All who are elected and are employed by the Presbytery of Susquehanna Valley are engaged with the Presbytery in its mission. In order to effectively serve the church, it is essential that all employees approach their duties and responsibilities with an attitude of support for one another, recognizing that the work flow varies throughout the year, and often requires special support of all to accomplish some tasks. Thus all officers and employees are expected to work collegially with one another, and with the volunteer members of the Presbytery, its council, committees and task forces. The nature of the Presbytery's work requires discretion, tact, and confidentiality.

Evaluation:

There shall be an annual review of the Treasurer's work by the Personnel Sub-Committee of Cabinet in conjunction with the Finance Sub-Committee.

Compensation:

This is a volunteer stipend position. Mileage reimbursement provided for all work-related meetings.

Average of 1.5 hours per week required.

Bonding:

The Treasurer shall be bonded in such amounts as determined by the Cabinet.

Terms and Conditions of Office:

This is an elected position of the Presbytery. The Personnel Sub-Committee of Cabinet will advertise the position, recruit, interview and present the applicant to the Nominating Committee of Presbytery for presentation to the Presbytery for election. This position shall be for a 3 year term and is eligible for re-election for an indefinite number of terms.

Completed on 05/12/08 by the Personnel Sub-Committee of Council

Revised 6/5/08 - Presbytery Adopted 6/10/2008

Revised by Council 10/12/2011

Revised 10/31/2012 Personnel committee

Approved by Council 11/7/2012

Amended and approved by Presbytery 11/17/2012

Revised for recommendation to Cabinet 2/3/2016

Sent back to Cabinet by Presbytery for revisions 21 May 2016