

TREASURER JOB DESCRIPTION

This position has a two-year term. Occupant may stand for reelection for one additional term. Occupant must be a voting member of the congregation. The responsibilities of this position are detailed below.

1. Fulfill the the duties of the the leadership team as set out in the church bylaws in section 2.5.6.
2. Serve as a voting member of the executive committee.
3. Should be able to attend monthly meetings, currently held the third Tuesday of each month.
4. Work in conjunction with the Pastor and the Leadership Team to maintain oversight of the churches financial position.
5. Maintain a record of authorized signatories on financial accounts.
6. Oversea the accounting for donations and bill paying and is responsible for investment of funds as directed by the Leadership Team.
7. Maintain financial documents and financial procedures manuals.
8. Oversee the duties of the Assistant Treasurer and the Bookkeeper.
9. Present the financial statements to the leadership team and the congregation.
10. Ensures the preparation of al financial budgets.