

Presbytery of Riverside Position Description

Position Title:	Treasurer
Exempt or Non-Exempt: Full-Time or Hours per week:	Non-exempt Part-Time/ 10 Hours per week
Term: Vacation:	3-Year Per years of service found in the Personnel Policy
Continuing Education:	Per years of service found in the Personnel Policy

Purpose of the Position:

The purpose of the Treasurer is to oversee the receipt, care and disbursement of funds of the Presbytery of Riverside.

Relationships:

- Works in consultation with the Presbytery Commission, the Property, Finance, Investment and Funds Development Committee, and the Partners in Ministry Committee.
- Advises and supports the Office Manager/Bookkeeper, particularly as it relates to Financial Procedures.
- Relates to the Presbytery through the Property, Finance, Investment and Funds Development Committee.

Accountability:

- The Treasurer will be called and employed by the Presbytery and is accountable to the Presbytery Commission through the Personnel Committee.
- Supervised by the Presbytery Leader for Mission and Vision/Stated Clerk

Evaluation:

- Annual performance and compensation review by the Personnel Committee and the Presbytery Leader for Mission and Vision/Stated Clerk

Primary Responsibilities:

- Signs checks that are appropriate for the disbursement of funds. The Treasurer shall be one (1) of four (4) authorized to sign checks on behalf of the Presbytery.
- Recruits for approval by the Property, Finance, Investment and Funds Development Team three (3) additional persons authorized to sign checks on behalf of the Presbytery.
- Examines appropriations, transfer, encumbrance and expenditure documents for compatibility with fund appropriation restrictions and availability of funds in accordance with the Manual of Operations.
- Is one of the Corporate Officers authorized to review and sign-off on all bank deposits.
- Is one of the Corporate Officers authorized to review and sign-off on all monthly bank reconciliations.
- Is one of the Corporate Officers authorized to approve all financial contracts (ie. Copy Machine, Phone, Alarm Company, etc.).
- Examines Foundation Accounts Quarterly and reports to the Property, Finance, Investment and Funds Development Committee with recommended corrections as necessary to ensure proper cash flow.
- Coordinates annual Financial Reviews and Audits, assisting as requested.
- Serves as an ex officio member of the Presbytery Commission.
- Serves as an ex-officio member of the Property, Finance, Investment and Funds Development Committee.
- Serves as an ex-officio member of any Budget Sub-Committee of the Property, Finance, Investment and Funds Development Committee.
- Serves as an ex officio member of any Investment Sub-Committee of the Property, Finance, Investment and Funds Development Committee.
- Serves as Treasurer of the Corporation of the Presbytery of Riverside.
- Reports Salary and Service Changes to the Board of Pensions.
- Ensures that Pastoral employees are aware that they can set up Voluntary Tax Withholding through the Presbytery.
- Ensures that contributions letters are issued to all individual donors to the Presbytery by January 31 of the following year.
- Ensures that adequate insurance coverage, including that the Presbytery is an additional named insured, is maintained for all Presbytery properties.
- Ensures that Welfare Exemption Forms are filed annually.
- Performs related duties as assigned.