

PRESBYTERY OF THE COASTLANDS TREASURER

POSITION DESCRIPTION: The treasurer shall ensure full and accurate accounts of all funds and securities of the Presbytery of the Coastlands.

RESPONSIBILITIES:

- Recommend to Trustees accounting policies for the receipt, care, and disbursement of Presbytery funds.
- Ensure the receipt, care, and disbursement of money is consistent with accepted Presbytery policies.
- Provide regular financial reports to the Presbytery, Council, Trustees, Presbytery entities and staff, as appropriate.
- Resource the Board of Trustees, providing advice and management of Presbytery assets and to execute the Trustees' decisions.
- Manage the process to solicit and compile budget information from the various entities within the Presbytery. Draft the annual budget in conjunction with the Board of Trustees.
- Present unaudited year-end financial reports to the Trustees, Council and Presbytery as soon after the end of the fiscal year as practicable.
- Present annually to the Trustees, Council and Presbytery, the year end audit or financial review.
- Oversee the insurance program of the Presbytery and report any concerns to the Stated Clerk and Trustees.
- Serve as the liaison with the financial advisor for the Presbytery, monitoring actual portfolio performance.
- Present per capita apportionment, the status of general mission pledges, and other funds as recorded in the reports.

RELATIONSHIPS:

- The Treasurer is accountable to the Presbytery through the Council, attending Council meetings when requested.
- The Treasurer is an ex-officio member of the Board of Trustees with voice, but no vote at meetings.
- As an officer of the Presbytery, the Treasurer has voice and vote at Presbytery meetings.

TERMS:

- The Treasurer must be eligible for membership in the Presbytery of the Coastlands.
- Upon nomination by the Committee on Representation, the Treasurer shall be elected by the Presbytery at the last Stated Meeting of the Presbytery for the year. The term of office is three years and commences on January first after election. The Treasurer may be elected to an indefinite number of terms.
- This position is a volunteer position, estimated to be 10 hours per month.

DESIRABLE SKILLS:

- Understanding of generally accepted accounting procedures, basic investment matters, tax and benefit issues as they pertain to teaching elders, churches and their

other employees, including benefits provided by the Board of Pensions and other PC(U.S.A.) agencies.

- An openness to continuing education opportunities provided by the Presbytery or PC(U.S.A.) agencies.
- Ability to establish collegial relationships with the Presbytery staff, Trustees, and Council.

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