

THE PRESBYTERY OF LONG ISLAND

POSITION DESCRIPTION

Approved April 16, 2013

I. TITLE

Treasurer

[hereinafter Treasurer]

II. PURPOSE

The Treasurer shall oversee the fiscal management of the Presbytery, working with the General Presbyter/Stated Clerk [hereinafter GP/SC], who is the chief administrative officer for the Presbytery, and with the Financial Secretary/Bookkeeper [hereinafter Bookkeeper]. The Treasurer shall conduct the disbursement of funds, and shall oversee the accounting, recordkeeping, and budgeting processes of the Presbytery.

III. ACCOUNTABILITY

The Treasurer is accountable to the Presbytery through the Board of Trustees for fiscal management and to the GP/SC as a member of the Presbytery staff. Administrative supervision is provided by the GP/SC.

IV. RESPONSIBILITIES

1. Be the custodian of fiscal records of the Presbytery; maintain the financial files of the Board of Trustees and all financial records of the Presbytery.
2. Handle all disbursements for the Presbytery, including those for its unit projects and special events.
3. Operate the payroll system, make pension and annuity payments, make withholding deposits as required, file federal and state reports, provide annual forms, and maintain payroll, tax, and insurance records.
4. Serve as staff liaison with the Board of Pensions.
5. Monitor the loan and repayment schedules, report current status to appropriate units, make Presbytery mortgage and loan payments, and maintain records of loans receivable and loans payable.
6. Supervise the work of the Bookkeeper.
7. Manage the cash flow of the Presbytery, in consultation with the GP/SC and the Bookkeeper.
8. Monitor various bank accounts and investments, crediting interest to appropriate funds, seeking authorization for renewals from the Board of Trustees, and reconciling checkbook and account records.

9. Monitor budget projections and financial administration in cooperation with the GP/SC and the Bookkeeper, making reports to the Board of Trustees, the Shepherding Council, and the Presbytery as needed.
10. Serve as a resource person in fiscal and budgeting matters to the Board of Trustees, the Budget and Finance Committee of the Shepherding Council, and the GP/SC.
11. Cooperate with the staff in preparing for and staffing Presbytery meetings.
12. Prepare the fiscal records for the annual audit or review, and be available to the auditors to interpret the record.
13. Act as a resource person for church treasurers as needed or called upon.
14. Share information with and provide training for church treasurers who have interest in bookkeeping, record keeping, computerizing, sharing information, etc.
15. Create and maintain a written protocol for the financial recordkeeping and the bookkeeping system, including computer and internet user names and passwords. This protocol shall be held in the custody of the GP/SC with access available to the Treasurer and the Bookkeeper.

V. RELATIONSHIPS

1. The Treasurer serves the Presbytery as an elected officer as defined by the bylaws of the Presbytery.
2. The Treasurer serves the Presbytery as a member of the staff team which is supervised by the GP/SC.
3. The Treasurer serves the Presbytery as a member ex officio (without vote) of the Board of Trustees, the Shepherding Council, and its Budget and Finance Committee.

VI. TERMS

1. The Treasurer is elected by the Presbytery for a term of two years and is eligible for re-election.
2. The position of Treasurer is a part-time position, presently at one day (8 hours) per week. The work schedule shall be determined in consultation with the GP/SC. The position is classified as non-exempt.
3. The Treasurer's work performance shall be reviewed and evaluated annually and comprehensively every five years. The review shall be conducted by the GP/SC and the Shepherding Council through its Personnel Committee.
4. The Personnel Committee of the Shepherding Council shall recommend proposals for salary, benefits, and expenses annually to the Shepherding Council.
5. In all matters regarding this position, the Personnel Committee shall be guided by the Presbytery's Personnel Policy.

