

**Scioto Valley Presbytery
Position Description
Treasurer**

I. Title: Treasurer

II. Purpose/scope of position: The treasurer provides services to the Presbytery of Scioto Valley in fiscal management and performs the duties of the treasurer.

III. Qualifications/Expectations: The treasurer is knowledgeable in financial management and accounting processes and Presbytery polity and systems. The position works with individuals with little expertise in this area and so requires patience and the ability to communicate financial information clearly in writing and verbally. A degree or certification in accounting from an accredited business school is preferred and previous accounting experience is required.

IV. Responsibilities:

- a) Act as statutory agent of the Presbytery and signatory for checks and legal documents.
- b) Assist in drafting the annual budget for review by the Commission for Presbytery Operations and approval by the Presbytery and provide monthly reports to the Commission for Presbytery Operations and quarterly reports to Presbytery.
- c) Review receipt and disbursement of all funds.
- d) Interpret financial statements and narratives for presbytery distribution.
- e) Act as financial consultant to presbytery staff.
- f) Review all monthly bank reconciliation and investment statements.
- g) Approves bank transfers through the online banking system.
- h) Approves online bill payments.
- i) Review financial statements.
- j) Review payroll operations and procedures through the outside provider.
- k) Oversee presbytery and church loan relationships with the Presbytery Loan and Investment Program (PILP) and local financial institutions.
- l) Review Presbytery Foundation investments and authorize withdrawals and any changes to the investment portfolio as approved the Commission for Presbytery Operations.
- m) Works closely with Financial Assistant.
- n) Collaborates with the Financial Assistant to provide information for annual audit.
- o) Report any possible unethical behavior to the Commission for Presbytery Operations for resolution.
- p) Perform other duties as assigned by the Executive Presbyter.

V. Relationships: The Treasurer interacts with the presbytery staff team, which includes the Executive Presbyter, the Stated Clerk, the Administrative Assistant, and the Financial Assistant.

VI. **Accountability:** The treasurer, under the supervision of the Executive Presbyter, is accountable to the Presbytery and the Commission for Presbytery Operations.

VII. **Evaluation:** An annual written review is conducted by the Executive Presbyter and the Commission for Presbytery Operations or its designee.

VIII. **Type:** This position has no established regular office hours at the Presbytery office. The treasurer is nominated by the Nominating Committee upon the recommendation of the Commission for Presbytery Operations and elected for a term of one year.

IX. **Compensation:** While this is not a salaried staff position, a stipend of \$250/month plus mileage associated with the volunteer duties may be offered.

Operations Commission

Job Description Treasurer Final 9-22-20.docx

5/8/17, revised 10/16/19, revised 11/12/19, revised 9/3/20, revised 9/22/20, revised 10/7/20