Treasurer of the Milwaukee Presbytery - Job Description
Part time, Volunteer Position (approximately five hours per week with additional time required for monthly account reconciliation.)
Presbytery of Milwaukee

Roles and Responsibilities:

The Treasurer oversees the corporate and financial responsibilities of the Presbytery and interprets the finances to the Presbytery, the Council, and Presbytery staff.

The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of operations, and Book of Order) and to demonstrate the core values of the Presbytery, all as amended from time to time.

The Treasurer is an Officer of the Corporation, nominated by the Council, and elected and commissioned to service by the Presbytery. The treasurer has voice and vote as an Officer of the Corporation, and a corresponding member of the Presbytery of Milwaukee with voice in the Presbytery Assembly and on the Council. The Treasurer serves as a member of any body of the Presbytery dealing with its finances, as may be convened from time to time.

The position reports to the Presbytery through the Council. The position interacts closely with the Presbytery Executive, the Administrative Assistant, the Stated Clerk and the Treasurer of the Presbytery of Milwaukee Foundation.

This is anticipated to be primarily a remote position, with periodic in person meetings.

Specific responsibilities are to:

- Provide for the custody of funds, securities, and other like assets of the Presbytery, except those separately invested at the direction of Council;
- Oversee complete records of all funds and present the Presbytery's financial condition in a manner consistent with generally accepted accounting practices for non-profit organizations;
- Coordinates with and approves the work of the Administrative Assistant in receiving checks, paying bills, and recording transactions;
- Ensure accuracy of and regularly approve payroll for Presbytery staff, including coordination with the Board of Pensions for other benefits;

- Oversee the provision of monthly and quarterly reports of receipts and expenditures to the Stated Clerk, Council, the Presbytery Executive, and such other moderators and chairpersons as may be requested;
- Serve as a resource to the Presbytery of Milwaukee Foundation and may receive and request transfers from the Foundation;
- Advise the Presbytery Executive and Council on appropriate financial controls;
- Direct and support an annual review or audit of the Presbytery's finances, showing the condition of the various accounts and funds of the Presbytery;
- Assist the Presbytery Executive and the Council in the development of annual budgets;
- Oversee the provision of financial statements for quarterly Presbytery meetings; and
  Other duties as assigned.

Qualifications

- Knowledge of financial reporting, including budgets, restricted funds, and profit and loss statements;
- Familiarity with Microsoft Office and QuickBooks;
- Able to work independently;
- Shows strong organizational skills;
- Demonstrates strong verbal and written communication skills and an ability to make financial matters understandable;
- Works accurately with few to no errors;
- Has a professional demeanor and exercises good discretion and sound judgment;
- Passes a background check and has no history of financial problems or improprieties.

Submit resume and questions regarding the position to the Personnel Chair, the Rev. Jean Dow.

Approved by Council on 11/11/2025