

Treasurer Job Description
Part time, volunteer position
Presbytery of Milwaukee

Role 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 ecclesiastical officer of the Presbytery and serves the Council *ex-officio* and without vote. The Treasurer also serves as Corporate Treasurer and, therefore by virtue of office, serves as a member of the Presbytery Trustees, but without vote.

This position reports to the Presbytery through the Council. The position interacts closely with the Presbytery Executive, the Office Manager/Associate Stated Clerk, and the Treasurer of the Presbytery of Milwaukee Foundation. The position is evaluated annually.

Specific responsibilities are to:

- 1) Provide for the custody of funds, securities, and other like assets of the Presbytery, except those separately invested at the direction of Council;
- 2) Maintain complete records of all funds;
- 3) Oversee and present the Presbytery's financial condition in a manner consistent with generally accepted accounting practices for non-profit organizations;
- 4) Sign checks and other obligations in support of the ministry of the Presbytery as are properly authorized by Presbytery staff or moderators and chairpersons of commissions, task forces, and work groups;
- 5) Coordinate with the Office Manager/Associate Stated Clerk in receiving checks, paying bills, and recording transactions;
- 6) Ensure accuracy of and regularly approve payroll for Presbytery staff, including coordination with the Board of Pensions for other benefits;
- 7) Provide monthly reports of receipts and expenditures to the Stated Clerk, Council, the Presbytery Executive, and such other moderators and chairpersons as may be requested;
- 8) Provide instruction to Presbytery staff on proper recording of information and create report queries that can be run as needed by Presbytery staff;
- 9) Serve as a resource to the Presbytery of Milwaukee Foundation and receive and request transfers from the Foundation;
- 10) Assist with the bookkeeping for the San Jose Parish, a joint Presbytery fellowship with the Evangelical Lutheran Church in America;
- 11) Advise the Presbytery Executive and Council on appropriate financial controls;
- 12) 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;
- 13) Assist the Presbytery Executive and the Council in the development of annual budgets;
- 14) Create financial statements for quarterly Presbytery Meetings; and

15) Other duties as assigned.

Qualifications

- Is ordained as a ruling elder or teaching elder in the Presbyterian Church (USA);
- Proficient in non-profit accounting;
- Capable of using QuickBooks, Excel, payroll software, and ACS (preferred), and open to learning new technology;
- 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.