

PRESBYTERY OF THE TWIN CITIES AREA (PTCA)

POSTION DESCRIPTION TREASURER

PURPOSE:

To fulfill the functions of a treasurer of Presbytery as set forth in this position description, a financial officer under the Minnesota Nonprofit Act (Minn. Stat. Chap. 317A), the bylaws of the Presbytery of the Twin Cities area, and such other specific responsibilities as assigned by the Presbytery Leadership Team. The Treasurer is an officer of the Presbytery and is elected by the Presbytery. This position requires a commitment of about five hours per week.

ACCOUNTABILITY:

The Treasurer is accountable to the Presbytery through the Presbytery Leadership Team.

RESPONSIBILITIES:

1. Serves as one of the primary authorized signers on Presbytery bank accounts.
2. Comprehends the accounting methods and procedures for Presbytery funds (currently provided by the Synod Accounting Department) and maintains good communications with the director of those services.
3. Reviews monthly financial reports and interprets them to the Board of Trustees, the Presbytery Leadership Team via email. Facilitates communication among the Leadership Team, The Board of Trustees and the director of accounting services to insure financial information needs of the Presbytery are being met. Creates and maintains a detailed description of the source of each fund and its purpose (that is, what it is to be used/spent for).
4. Serves as liaison to those performing the annual financial review. Prepares and provides documents for review as needed.
5. Recommends investment vehicles to the Board of Trustees that are compatible with the Investment of Cash Assets and Spending Policy.
6. Serves as the chair of the annual Budget Task Force in developing draft budgets for Presbytery's consideration.
7. Attends the following meetings: Board of Trustees, Presbytery Leadership Team, Presbytery. Additionally, the Treasurer may choose to attend the annual Fiscal Officers training offered by General Assembly.
8. On behalf of the Board of Trustees, performs quarterly "spot-checks" of documents (receipts and disbursements) for accuracy and appropriate approvals.

RELATIONSHIPS:

The Treasurer operates as a member of a team that includes Presbytery staff and the Budget Task Force and is a voting member of the Presbytery Leadership Team and the Presbytery. The Treasurer serves as a resource to the Presbytery Leadership Team, the Presbytery, and the Board of Trustees.

OTHER:

The Treasurer must be computer literate and familiar with accounting software. The Treasurer is able to provide financial analysis based on historic trends. The Treasurer must be a Ruling Elder or Teaching Elder of this presbytery. This position is for a three-year term and it is renewable. An annual stipend of \$3,000 is paid plus an allowance for documented mileage expenses.

TO APPLY: Please send a Resume, including the name of the congregation where you hold membership, to nominations@ptcaweb.org