

Treasurer

Presbytery of the Miami Valley

Classification: Volunteer (with stipend)

DESCRIPTION OF THE PRESBYTERY OF THE MIAMI VALLEY

Our Mission Statement: The Presbytery prepares, equips, nurtures, and connects congregations in their ministries for God's mission.

Our Vision: We envision a Presbytery in which

- we celebrate authenticity and faithfulness,
- we are committed to honest and open interaction with one another,
- we support one another spiritually and materially.

In short, we envision a Presbytery in which we are living out our covenant, and Presbytery leadership is modeling this lifestyle on a daily basis.

Work we are doing:

- Building a common language of discipleship, mission, theology, and community.
- Building a Presbytery-wide culture of abundance, call, connection, and collaboration.
- Developing, deepening, and sustaining relationships within the Presbytery, the communities we serve and the larger church.
- Equipping congregations in their ministries for God's mission.

GENERAL TREASURER RESPONSIBILITIES

Executive Presbyter (EP) and Treasurer shall have general oversight of all finances of the Presbytery of the Miami Valley (PMV). The Treasurer shall oversee accounts of the business transactions of the PMV, including accounts of its assets, liabilities, receipts, disbursements, together with such other accounts as may be required. The Treasurer will work with the PMV Accounting employees (Bookkeeper, Software support desk and all other accounting functions) to receive and hold all funds committed to the PMV and to disburse such funds upon approval of the Trustees, Leadership Council, EP for items covered in the official budget approved by the Presbytery, following the financial guidelines and fiscal policies of the PMV and generally accepted non-profit accounting procedures.

Personal Characteristics:

Committed to working in a collaborative style to facilitate the work and ministry of Presbytery
Enjoy working with others as a colleague in ministry
Strong communicator

Qualifications:

Familiarity/experience with fund accounting
Comfort with computer financial software
Able to respond to financial inquiries on behalf of the Presbytery

SPECIFIC TREASURER RESPONSIBILITIES

1. Oversee and develop financial processes for PMV accounting function;
2. Follow all Presbytery of the Miami Valley fiscal policies and assist with development of new policies and procedures;
3. Set a tone of integrity for PMV accounting activities and handle financial tasks with high standards;
4. Facilitate Trustees, Leadership Council and committees in preparing the annual budget;
5. Facilitate annual audit or review for the Trustees;
6. Oversee PMV tax filings;
7. Facilitate EP, Leadership Council and Trustees in identifying and managing risk for PMV;
8. Maintain clear tracking, separate funds or accounts for all designated gifts and grants;
9. Provide to the Leadership Council monthly reports of all income, expenditures, holdings, assets and liabilities;
 - a. *Presbytery Trustees Policy and Practice Section 6A*
10. Present monthly Income Statement and Balance Sheet to Trustees and Leadership Council; and present Quarterly Reports to Presbytery;
11. Treasurer, and EP and Stated Clerk are authorized to approve vouchers related to payroll, utilities, insurance, Board of Pension dues, rent and routine items that are required to operate the Presbytery;
 - a. *Presbytery Trustees Policy and Practice Section 7*
12. Co-sign checks in accordance with Presbytery financial procedures;
13. Monitor expenditure trends, accounts receivable, loans and investments and recommend action when appropriate;
14. Collaborate and coordinate with the bookkeeper to produce all needed financial reports;
15. Serve as a representative of the Presbytery in real estate transactions as directed by the Trustees;
16. Attend training events (by PCUSA and other sponsors) for treasurers as designated by the Trustees;
17. Attend all Leadership Council meetings to provide staff support without vote;
 - a. *Bylaws Section 5.05*
18. Treasurer and EP shall serve as staff support for Trustees without vote;
 - a. *Presbytery Trustees Policy and Practice Section 1.10*
19. Treasurer shall have authority to establish “pass through” accounts for non-budgeted funds received, with expenditures limited to the income received;
 - a. *Presbytery Trustees Policy and Practice Section 3E*
20. Treasurer shall ensure that deposits, excluding investments shall be kept in federally insured financial institutions in appropriate checking and investment accounts. All funds received by mail shall be recorded and deposited by the Bookkeeper in consultation with the Treasurer;
 - a. *Presbytery Trustees Policy and Practice Section 4A*
21. Treasurer, or anyone authorized by the Leadership Council to handle Presbytery funds or assets, shall be bonded at the expense of the Presbytery in amounts to be determined by the Presbytery Trustees;
 - a. *Presbytery Trustees Policy and Practice Section 3F*

Accountability: The Treasurer is accountable to the EP, as head of staff, for the performance and review of assigned responsibilities.

Term of Service: Three-year term, may be renewed for an indefinite number of terms.