



THE PRESBYTERY OF SOUTHERN NEW ENGLAND

Ministry Description: Volunteer Treasurer

Reports to: Trustees

Supervises: N/A

Estimate Time Commitment: 2 hour/month for Trustees meeting, and 1-2 hours/week average through the year.

Term: Three years, renewable.

Objective: The Treasurer supervises the receipt and disbursement of all monies controlled by the Presbytery in the operation of its ministry and mission.

Responsibilities:

1. Reviews with the Administrator, the monthly financial reports and budget tracking.
2. Works with the Administrator to review account access and automatic transactions.
3. With the Administrator, ensures yearly tax compliance for payroll and payment of various insurance policies for the Presbytery.
4. Reviews, alongside the Administrator, payment and donor management systems and monitors the accuracy of reporting to Trustees, Roundtable and the Presbytery.
5. Works with the General Presbyter and Trustees on yearly evaluation of the external bookkeeping services.
6. Updates the signature cards for each bank and brokerage account as needed, and maintains online banking access for checking, savings, money market, and the Presbytery credit card.

7. Establishes, implements and maintains controls for the disbursement of funds, securing documentation of approvals above \$5,000 which require dual signatures.
8. Serves as the signatory for all physical checks for the Presbytery. Utilizes the treasurer@psne.org email address for all work.
9. Reviews financial review and/or audit reports annually alongside the Presbytery Trustees.
10. Works with the Administrator to ensure that a written report of the Presbytery's financial position is shared at each meeting of the Presbytery. Is available at meetings of the Presbytery alongside the Chair of Trustees to answer any questions.
11. By virtue of the position, is an Officer of the Presbytery, serving as an ex officio member of the Roundtable, yearly budget team, and the Board of Trustees.