



The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from Presbyterian Church (U.S.A.) congregations within the Finger Lakes region of New York.

**Our Mission:** *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*

**Our Vision:** *Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together*

## Portfolio Description

### TREASURER

*(approved by Committee on Operations on Jan.4, 2021, and Council on \_\_\_\_\_ )*

**PURPOSE:** To ensure that standard financial practices are followed by the Presbytery, and that financial books and records are adequate to reflect all financial transactions.

#### RESPONSIBILITIES:

*Strategic and tactical work for which this role is accountable:*

- In collaboration with Financial Support Services, Administrative Support Services, Bookkeeper, Presbytery Leader, and Committee on Operations, assures integrity, transparency, and accuracy of the Presbytery financial accounting system.
- Oversees the preparation of clear and accurate reports of the financial condition of the Presbytery.
- Provides regular reports through the Committee on Operations to the General Council regarding financial activities.
- In collaboration with the Presbytery Leader, disburses all funds within the adopted budget of the Presbytery.
- Signs, or assures that there are authorized signatories for all checks.
- Reviews bank statements for reconciliation.
- Reviews and analyzes monthly financial statements.
- Advises Committee on Operations and General Council of any cash flow concerns.
- Monitors investments, loans, and obligations of the Presbytery.
- Attends Presbytery meetings to present the Treasurer's report and to be available to answer pertinent questions.
- Consults with the Committee on Operations regarding the development of the Presbytery annual budget.
- Participates in the annual financial review of the Presbytery books by an outside CPA.
- Serves as a resource for church Treasurers.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

*Capabilities and traits essential to perform satisfactorily*

- Has a basic level of understanding of accounting or finance.
- Has a functional knowledge of Excel and Quickbooks.
- Able to function as a team member in the context of servant-hood and stewardship.
- Able to maintain confidentiality.
- Is a member of Presbytery.

## **EDUCATION AND EXPERIENCE**

- Some administrative background including a financial component.

**DECLARATION OF STATUS:** This is a volunteer position. The Treasurer is elected annually by Presbytery, and may serve a maximum of six years.

**ACCOUNTABILITY:** The Treasurer is an officer of Presbytery and the Committee on Operations (as Presbytery's Board of Trustees), attending meetings ex officio without vote, maintaining open communication and good working relationships with all members. The Treasurer is welcome, but not required, to attend General Council meetings and will be granted voice without vote.