

JOB DESCRIPTION

Job title: Treasurer

Works collaboratively with: Senior Minister and Board of Trustees

A. General Description of Position

The Treasurer of the Board of Trustees is to monitor the financial health of the organization while supporting the wellbeing of the mission centric ministry. The Treasurer is an integral part of the Board of Trustees and has the responsibility for reporting and informing the entire Board of Trustees for all financial transactions of the ministry. At all times, the Treasurer is to uphold the wellbeing of the ministry through full filling the Mission of “Transforming Lives, Inspiring People to Make a Positive Difference in Our World” along with the spiritual cooperative within our community of members.

And in the areas of fulfilling the above intention the following areas of accountability are identified.

B. Duties and Responsibilities

In the area of Monthly Reports, we count on the Treasurer for:

- Receiving reports from the CPA approximately three (3) days prior to a Board of Trustees meeting. All reports are based on QuickBooks.
- Copying the information from the new spreadsheets and plugging them into spreadsheets containing the charts for presentation.
- Reviewing the information and making sure they are labeled correctly. Putting copies of all the charts into a PowerPoint file.
- Confirming the following charts are available:
 - the treasurer’s report.
 - the cash report.
 - actual vs budget – YTD.
 - income and expense – monthly.
 - income pie chart – monthly.
 - expense pie chart – monthly.
 - tracking electronic contributions and percentage of total monthly income.
 - tracking video views.
 - Attendance YTD (when holding services in house).
- Emailing the charts and the supporting spreadsheets to all Board of Trustees members prior to the Board of Trustees monthly meeting.
- Presenting the financial report to the Board of Trustees during the Board of Trustees monthly meeting.
- Providing a financial status report to the congregation. This may be provided via video or may be provided as a presentation during the Annual Membership meeting.
- Having direct access to the bank accounts (checking and savings) and having control of CDs and Money Market accounts.

In the area of Annual Meetings, we count on the Treasurer for:

- Presenting fully transparent reports to the membership using the charts outlined in Monthly Reports and presented during Board of Trustees monthly meetings.
- Answering all financial matter questions as presented by the membership.

Holding this Executive Position does not preclude being accountable for all the areas listed for the General Board Member.