

## Presbytery of Boise

### Treasurer Position Description

The Treasurer is an unpaid, volunteer position in the Presbytery. The position is nominated by the Nominating Committee in consultation with the Financial Management Committee, and elected by the Presbytery for a three-year, renewable term. The Board of Trustees shall supervise the work of the Treasurer. The position interacts closely with the Presbytery Executive/Stated Clerk.

The Treasurer of the Presbytery shall be an officer of the civil corporation, in the role of corporate Treasurer. The Treasurer performs the following functions:

1. Receives Presbytery funds and disburses them at the direction of the Presbytery staff.
2. Pays bills of the Presbytery, including apportionments to the General Assembly and Synod of the Pacific.
3. Records all financial transactions in Quickbooks and maintains the chart of accounts.
4. Prepares and submits a financial statement concerning the financial condition of the Presbytery at each stated meeting of the Presbytery, including an annual financial statement at the first stated meeting of the calendar year.
5. Prepares and submits financial statements for the Financial Management Committee, as requested.
6. Participates in the meetings of the Financial Management Committee.
7. Offers input on the Presbytery budget.
8. Supports the annual financial review or audit of the Presbytery's books.
9. Implements directives from the Financial Management Committee on investment vehicles (e.g. purchase or cashing of CD's or additions/withdrawals to funds held by the Presbytery's investment managers).

The time commitment is estimated to be under 5 hours per month, which includes preparation of 10-15 checks per month. The Treasurer is not responsible for payroll.

### Competencies

The Treasurer should be comfortable with Excel and Quickbooks and should have a good understanding of financial reporting through balance sheets, profit & loss statements, and budget comparisons. The Treasurer will be expected to pass a background check with no history of financial problems or improprieties.