

Presbytery Treasurer Presbytery of Boise

Job Description

Qualifications: This is a volunteer position that requires a level of expertise in accounting or finance. The Treasurer will be a member of a congregation of the Presbyterian Church (U.S.A.).

Responsibilities: Consulting with the Budget and Finance Committee, the Treasurer will:

1. Review and analyze monthly financial statements and posts all debits and credits to accounts.
2. Prepare payroll and Federal and State taxes for 2 employees.
3. Prepare and present reports and explains the financial condition to the Council and the Presbytery at each stated meeting.
4. Monitor member church per capita and mission payments to assure that there is regular communication and follow up by presbytery.
5. Develop and maintain effective banking relationships.
6. Prepare and present the annual budget.
7. Monitor investments, loans and obligations of the presbytery.
8. Monitor monthly cash requirements to assure appropriate flow.
9. Provide reports and attend the annual financial review of presbytery books.
10. Any other specific tasks assigned by Council.

Term: The term of office will be for three years at which time the treasurer will be eligible for re-election.

Time Commitment: The specific responsibilities of this job will require varying monthly time commitments commensurate with the various activities of the Presbytery.