

PRESBYTERY OF DETROIT
17575 Hubbell, Detroit, MI 48235

POSITION DESCRIPTION

TITLE: Treasurer

Purpose: To serve as Treasurer of the Corporation and provide oversight and review of the financial condition of the Presbytery. This position is roughly 4-8 hours per week.

Accountability: The Treasurer is accountable to the Presbytery in consultation with the Executive Presbyter, Trustees and the Presbytery Operations Team to ensure appropriate reporting of the financial condition of the Presbytery. An annual review is performed by Operations. The Treasurer shall be an ex-officio member of the Coordinating Cabinet.

Responsibilities: In consultation with the Executive Presbyter and Accounting Manager, coordinate the disbursement of all funds. Additionally,

1. Serve as Treasurer to the Corporation, Presbytery of Detroit, Inc.
2. Attend Presbytery meetings.
3. Review all request for cash disbursements and serve a signer for check disbursements.
4. Attend Trustee meetings and serve as a member of Trustee committees as assigned by Trustees.
5. Review of all accounting.
6. Report on the following to:
Presbytery
 - a. Provide standardized financial reports reflecting comparison data including YTD to previous years' income/revenue. Explain large variances.
Other financial reports as warranted by change.
 - b. Report on investment income to budget as needed
 - c. Report on the audit of the Presbytery of Detroit on an annual basis and move its adoption by the Presbytery.

- d. Educate congregations on Book of Order financial/accounting requirements.
- e. Educate congregations on accounting standards and requirements (GAAP) as they change as they pertain to their financial statements and review requirements (in consultation with external auditor).

Trustees

- a. Report on Fund 100 income/revenue YTD. Comparison YTD to previous YTD. Explain large variances.
- b. Report on POD consolidated balance sheet on a quarterly basis. Explain large variances.
- c. Report on Committee/Work Group expense variances to budget.
- d. Serve ex-officio on the Investment and Audit workgroups.
- e. Assist Trustee President on New Trustee training.
- f. Notify Trustees on changes in accounting standards and requirements (GAAP) as they pertain to financial statements and audit requirements (in consultation with external auditor).

Qualifications:

- 1. Must understand non-profit and fund accounting processes and procedures.
- 2. Must communicate to the Presbytery and Trustees in timely and clear terms regarding financial status.
- 3. Computer skills: POD will provide training on MIP software.
- 4. Has a knowledge of and skills in Microsoft Office Suite.

Term and Election:

The Treasurer is elected by Presbytery for a three-year term upon the nomination of the Operations Committee. There is no limit to the number of consecutive terms the Treasurer may serve if re-elected.

Renumeration:

The Treasurer position is volunteer.