

Presbytery of San Jose  
Treasurer Position Description (Revised)

- Title:** Treasurer
- Position:** A minister of word and sacrament or ruling elder, elected by Presbytery for a term of 5 years; may be re-elected at Presbytery's discretion
- Type:** Called/Elected Employee
- Status:** Part-time exempt
- Purpose:** The Treasurer shall be the chief financial officer of the Presbytery, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties and business transactions of the Presbytery and the corporation.

**General Goal of the Position:**

To assist the Presbytery in its overall financial well-being to provide resources for the Presbytery's goals.

**Position Responsibilities**

- I. **Function:** As directed by the Presbytery, the Treasurer shall deposit all money and other valuables in the name of and in the credit of the Presbytery, shall disburse its funds, and shall render a statement of its accounts and transactions.
1. The Treasurer shall make an annual fiscal report for the preceding calendar year at the April stated meeting of the Presbytery.
  2. The Treasurer shall have the books of the Presbytery reviewed annually in accordance with accredited accounting procedures.
  3. The Treasurer shall be bonded.
  4. The books of account shall be available for inspection during normal business hours to any member of the Presbytery.
- II. **Function:** The Treasurer is an officer of the Presbytery, and as such will attend meetings of the Presbytery with voice and vote, and will attend meetings of the Presbytery Council and the Financial Affairs Committee as an ex-officio member.
1. Review all financial reports of the Presbytery monthly.
  2. Provide the Financial Affairs Committee with monthly updates on the Presbytery's investment portfolio and answer questions about market conditions.
  3. Make necessary adjustments to the investment portfolio within the guidelines of the Financial Affairs Committee's Investment Guidelines to rebalance the portfolio as will be beneficial to the Presbytery's overall financial well-being.
  4. Assist the Accountant as needed for accurate accounting.
  5. Be familiar with the presbytery accounting software as a back-up to the Accountant.
  6. Assist in the annual preparation of budgets.

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III. **Function:** Serve as consultant and resource person to congregations on financial matters.

1. Be available to the congregations of the Presbytery who may need and call for assistance with financial concerns, such as investments, policies, payroll, taxes and forms,
2. Be available to congregations of the Presbytery who may need and call for assistance with financial concerns, such as terms of call, tax reporting, and other financial matters.
3. In conjunction with the Financial Affairs Committee provide Treasurer Training events to help local congregational staff and members.

IV. **Function:** Engage in national and ecumenical stewardship and financial events to improve the Presbytery's cooperation and enlightenment in both theological and practical matters regarding the use of resources.

Attend national church programs such as Mid Council Financial Network Conference and the Stewardship Kaleidoscope Conference to be a resource for our congregations and pastors in financial matters.

**Relationships, Accountability, and Evaluation:**

**Reports to:** The Executive Presbyter as head of staff, Presbytery Council, and Financial Affairs Committee

**Coordination:** With the Executive Presbyter, the Stated Clerk, the Presbytery Council, and Financial Affairs Committee.

**Evaluation:** Annually by the Presbytery's Personnel Committee.

**Skills, Knowledge, Attitudes, and Commitments:**

1. Supports the Vision of the Presbytery
2. Ability to work with others and interact with committees
3. Ability to read and explain financial reports
4. Familiarity with accounting practices for non-profit organizations
5. Computer aptitude including familiarity with accounting software and Word and Excel programs
6. Understanding of financial markets: the workings of the stock market, market trends, awareness of bonds and the interest rate impact on the fixed income market