



POSITION DESCRIPTION

TREASURER

NEW CASTLE PRESBYTERY

Position Purpose and General Requirements: For the New Castle Presbytery (hereafter the NCP), the **TREASURER** serves as a part-time, salaried staff member charged with direct supervision of its financial functions and services. These functions and services, which are carried out in close cooperation with the Connectional Presbyter and the NCP Administrator, involve oversight of all NCP funds, including those in the administrative, mission and unified budget categories.

Specific Qualifications: The Treasurer of the NCP shall:

- Be trustworthy, and be bondable in an amount agreeable to the NCP.
- Have experience and/or education in the fields of accounting and money management.
- Be able to work independently and in service to/with others, primarily in the fiscal area.

Nomination and Election/Re-election: Candidates for the position of Treasurer of the NCP, when vacant, shall be sought by the Human Resources subcommittee of the Committee on Leadership on behalf of the Trustees and Financial Resources Committee and the Committee on Leadership, with approval of the final candidate first by these committees and ultimately by the NCP as a whole. Election of the Treasurer shall initially be for a term of one year, with election to additional term(s) possible.

Specific Areas of Responsibility: Specific functions and activities of the Treasurer of the NCP shall include, but are not be limited to:

1. Accounting for, by receiving and tracking, all apportionments approved by the NCP, as well as other NCP income.
2. Supervising the bookkeeping functions of the NCP, specifically in the following areas:
 - (a) acceptance of receipts requiring payment;
 - (b) review of such receipts to determine whether they meet the NCP guidelines for payment and/or are outside the NCP's budgetary guidelines; and
 - (c) generation of payment checks for approved signature(s) and transmittal to the payee(s).
3. Monitoring, analyzing, and reporting to the NCP, or its bodies, income and expenditures as these relate to their effects on the annual NCP budget. These functions shall be carried out in cooperation with the NCP staff, the Trustees and Financial Resources Committee, the "Ignite" Team, and the Committee on Leadership.
4. Assisting the Trustees and Financial Resources Committee in the preparation of the annual budget of the NCP.
5. Causing all moneys, securities, and other valuables of the NCP to be deposited in such secure facilities as are authorized by the NCP.
6. Establishing and maintaining relationships with financial institutions on behalf of the NCP, as authorized by the NCP.
7. Serving as a financial resource to the Trustees and Financial Resources Committee of the NCP.
8. Serving as a financial resource to sessions and treasurers of member churches as requested.

Accountability: The Treasurer, who is expected to work cooperatively with the NCP staff, specifically the Connectional Presbyter and the NCP Administrator, shall be directly accountable to the NCP through its Trustees and Financial Resources Committee and its Committee on Leadership.

Evaluations: An annual performance review of the Treasurer shall be conducted by the Human Resources subcommittee of the Committee on Leadership and the Trustees and Financial Resources Committee before being presented to the full Committee on Leadership. In addition, a yearly review of all financial records of the NCP shall be conducted by an outside accounting firm selected by the Trustees and Financial Resources Committee.

Terms of Employment and Vacation: The position of Treasurer is considered a part-time, salaried one in accordance with the specifications of *The Manual of New Castle Presbytery*. Quarter-time service, i.e., ten (10) hours per week, shall be considered normal service for the Treasurer, with flexible, additional working hours expected during peak demand periods and compensation for extended extra time to be negotiated with the NCP. Likewise, the annual allotment of vacation time offered to the Treasurer shall be based on years of service to the NCP, in accord with *The Manual*.

Salary and term of service: Salary is quarter time, \$14,000 annually, with no other benefits. Effective date – January 1, 2018

Separation Policy and Process: The NCP may accept the resignation of the Treasurer or terminate his or her services at any time with sixty (60) days' notice.

BASIC COMPETENCIES

Rationale: To provide for maximum efficiency in each position and enhance collaboration across Presbytery [job] positions, candidates should have the following competencies:

1. Working knowledge of desk top and/or laptop computers;
2. Working knowledge of Microsoft Office applications including Word, Excel and Power Point;
3. Working knowledge of email and text usage; and
4. Working knowledge of Face Book, Twitter, Instagram and other social media applications that may be identified by the Presbytery.

*Updated 11/15/2018
Committee on Leadership*