



POSITION DESCRIPTION
PRESBYTERY TREASURER
NEW CASTLE PRESBYTERY

Position Description And Function: The Treasurer serves New Castle Presbytery (“NCP”) as a part-time staff member responsible for monitoring NCP’s cash position and requirements, overseeing its financial structure and providing related services. The Treasurer works closely with the NCP Administrator, the NCP Accounting Administrator, the NCP executive staff, and the NCP Trustees and Financial Resources Committee.

Personal Qualifications: The Treasurer’s position requires certain background qualifications:

1. An Associate’s or Bachelor’s degree from an accredited institution with a concentration in accounting or a related field, or equivalent experience.
2. At least five years’ experience in accounting or a related field in a paid or volunteer capacity.
3. Ability to work independently and collaboratively with others as part of a team.
4. Superior oral and written communication skills.
5. Ability to prioritize tasks and complete assignments according to established deadlines.
6. Ability to maintain confidential and sensitive information.
7. Ability to pass a criminal background check and eligibility to be bonded.

Core Competencies: The Treasurer’s position requires competency in specific areas:

1. Knowledge of generally accepted accounting principles.
2. Working knowledge of Microsoft Office applications including Word, Excel and Power Point.
3. Familiarity with accounting for nonprofit organizations, accounting systems in common use by such organizations and Quickbooks.
4. Ability to prepare meaningful reports of cash flows and projected cash requirements as needed.

Position Responsibilities: The Treasurer's responsibilities include all of the following:

1. Monitoring NCP cash flows and projected cash needs.
2. Providing timely periodic cash flow reporting to executive staff, members of Trustees and Financial Resources Committee, and NCP Accounting Administrator, and providing supplemental reporting as requested.
3. Providing oversight of and recommendations concerning NCP financial structures and systems.
4. Assisting the Trustees and Financial Resources Committee in preparing the NCP annual budget.
5. Acting as financial resource for executive staff, Trustees and Financial Resources Committee, NCP Administrator and Accounting Administrator.
6. Collaborating with the NCP Administrator and Accounting Administrator in maintaining and updating NCP accounting procedures and associated forms.
7. Assisting and supporting the NCP Administrator, Accounting Administrator and executive staff in completing substantial or time sensitive projects.
8. Providing recommendations for any areas of improved efficiency or cost savings.

Accountability: The Treasurer will work cooperatively with the NCP Administrator, will report to the Connectional Presbyter and will be accountable to NCP through its Trustees and Financial Resources Committee and its Committee on Leadership.

Evaluations: The Presbytery's Committee on Leadership and representatives of the Trustees and Financial Resources Committee will conduct a six month and then annual review of the Treasurer's performance. The results of the annual review will be reported to NCP as part of the Committee On Leadership's customary reporting.

Terms of Employment: The Treasurer will ordinarily serve simultaneously as the Accounting Administrator, performing the responsibilities of that position as described in its Position Description and *The Manual of New Castle Presbytery*. The Treasurer's position is part time, uncompensated, and otherwise conforming with the relevant provisions of *The Manual of New Castle Presbytery*. Compensation as may become appropriate will be negotiated with the NCP Administrator and Connectional Presbyter. The Treasurer's position requires attendance at the NCP office during regular business hours except as otherwise negotiated with the NCP Administrator and Connectional Presbyter, and participation in all training mandated by NCP.

Separation Policy and Process: Either party may terminate the Treasurer's employment upon thirty (30) days' written notice to the other. In addition, NCP may terminate the Treasurer's employment for cause, at any time, with or without notice to the Treasurer.

11/14/2020