

FIRST PRESBYTERIAN CHURCH OF LYONS, NY  
POSITION DESCRIPTION

**TREASURER**

**Election:** The Treasurer is to be elected annually by the Session. (Book of Order G-10-0401)

**Purpose:** The Treasurer is entrusted with the care and record keeping of all financial receipts for regular budgets and special offerings within the church. The Treasurer also takes charge of and maintains all church financial transactions expeditiously.

**Accountability:** The Treasurer is accountable to the Session, as well as to the Pastor.

**Responsibilities:**

1. Maintain strict confidentiality at all times.
2. To receive and care for all financial receipts for the church. This includes donations, contributions, dividends, interest, bequests, memorial gifts and special funds.
3. Keep accurate records of all monies received. Reports are to be audited; record books are to be kept within the church building.
4. Receive deposit records from the Counters and reconcile with bank statements.
5. Provide Session with general information needed to complete the Stewardship campaign.
6. Act as co-signer for investments and other financial agreements as directed by Session.
7. Pay all bills for budgeted items as presented.
8. Provide information to payroll service for church staff salaries.
9. Maintain all ledgers of all accounts designated the responsibility of the Treasurer.
10. Record the above-mentioned accounts on the computer as well as recording all monies.
11. Report all discrepancies immediately to the Session.
12. Pay all debts from the properly designated fund or established account.
13. Report any probable depletion of funds prior to the next reporting period.
14. Prepare and present a computerized report to the Session monthly.
15. Prepare a computerized year end report to Session and congregation for the Annual Meeting in January.
16. Provide advice whenever needed within the church organizations to insure proper flow of information and monies.
17. Attends Session meetings when possible and provide up to date budget figures.

18. Maintain the confidentiality of pledges and send statements as requested by members. Provide annual statements of pledges to members in January.
19. Perform bi-weekly audit of payroll as requested by IRS.
20. Provide Disability and Workmen's Compensation forms when appropriate to staff members.
21. Provide appointed Auditor with books and reports necessary to do the annual audit.

**Qualifications:** The Treasurer will have at least a High School education with knowledge of accounting and/or bookkeeping practices.

1. Ability to prepare and maintain ledges and all related accounts accurately.
2. Ability to generate reports, update files and maintain proper continuity at all times.
3. Proficiency with spreadsheets and word processing programs (Word, Excel, Quickbooks).

**Time and Remuneration:**

The Treasurer will be paid a salary set by Session annually. The average number of hours of work is expected to be 6 hours per week.

Paid vacation applies as stated in the most recent Vacation Policy adopted by Session. The Church provides Social Security, Workmen's Compensation and Disability Insurance.

**Evaluation:** Employee performance reviews will be conducted annually by the Personnel Committee, assisted by the Pastor.