

**THE PRESBYTERY OF LONG ISLAND
POSITION DESCRIPTION
FOR 2011**

I. TITLE

Treasurer/Financial Secretary

II. PURPOSE

The Treasurer/Financial Secretary shall oversee the fiscal management of the Presbytery, working with the General Presbyter, who is the chief administrative officer for the Presbytery, and with the Bookkeeper/Assistant Treasurer.

III. ACCOUNTABILITY

The Treasurer/Financial Secretary is accountable to the Presbytery through the Board of Trustees for fiscal management. Administrative supervision is provided by the General Presbyter.

IV. RESPONSIBILITIES

The Treasurer/Financial Secretary shall

1. Supervise the work of the Bookkeeper/Assistant Treasurer.
2. Be the custodian of fiscal records of the Presbytery; maintain the files of the Board of Trustees and all financial records of the Presbytery.
3. Manage the cash flow of the Presbytery, in consultation with the General Presbyter and the Bookkeeper/Assistant Treasurer.
4. Monitor various bank accounts and investments, crediting interest to appropriate funds and seeking authorization for renewals from the Board of Trustees, balancing checkbook and account records.
5. Monitor budget projections and financial administration in cooperation with the General Presbyter and the Bookkeeper/Assistant Treasurer, making reports to the Board of Trustees, the Shepherding Council, and the Presbytery as needed.
6. Serve as a resource person in fiscal and budgeting matters of the Board of Trustees, the Budget and Finance Committee of the Shepherding Council, and the General Presbyter.
7. Prepare the fiscal records for the annual audit or review, and be available to the auditors to interpret the record.
8. Act as a resource person for church treasurers as needed or called upon.

V. RELATIONSHIPS

1. The Treasurer/Financial Secretary position is defined by the bylaws of the Presbytery. The Treasurer/Financial Secretary serves the Presbytery as an officer, as a member of the staff team, and as a member ex officio (without vote) of the Board of Trustees, the Shepherding Council, and its Budget and Finance Committee.
2. During this trial period of 2011, the Treasurer/Financial Secretary will not attend meetings of the Shepherding Council, the Board of Trustees, or the Presbytery unless specifically requested to do so.

VI. TERMS

1. The Treasurer/Financial Secretary shall be elected for a term of five years and is eligible for re-election.
2. The position of Treasurer/Financial Secretary is a part-time position. During the year 2011, the position shall be for one day (eight hours) a month on a flexible schedule, determined in consultation with the General Presbyter.
3. There shall be an annual performance review and evaluation of the work of the Treasurer/Financial Secretary conducted by the General Presbyter, the Board of Trustees, and the Shepherding Council through its Personnel Committee.
4. During this trial period of 2011, there shall also be reviews and evaluations of this adjusted position description and reduced schedule so as to determine the position description for 2012 and beyond.
5. The Personnel Committee of the Shepherding Council recommends proposals for salary, benefits, and expenses annually to the Shepherding Council.