

**THE PRESBYTERY OF LONG ISLAND
POSITION DESCRIPTION**

[12/96]

- I. **Title:** Treasurer/Financial Secretary
- II. **Purpose:** the Treasurer/Financial Secretary shall oversee the fiscal management of the Presbytery, working with the Executive 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 Executive 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 Executive 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 Executive Presbyter and Bookkeeper/Assistant Treasurer, making reports to the Trustees, the Presbytery Council and Presbytery as needed.
 6. Serve as a resource person in fiscal and budgeting matters of the Board of Trustees, the Budget Committee of the Presbytery Council, and the Executive 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:** The Treasurer/Financial Secretary position is defined by the bylaws of the Presbytery. The Treasurer/Financial Secretary serves the Presbytery as an officer, a member of the staff team, and as a member ex officio, without vote, of the Board of trustees, the Presbytery Council and its Budget Committee.
- VI. **Performance review:** there shall be an annual performance review and evaluation of the work of the Treasurer/Financial Secretary, conducted by the Executive Presbyter, the Board of trustees, and the Presbytery Council through its Personnel Committee.
- VII. **Term:** The Treasurer/Financial Secretary is elected for a term of five years and is eligible for re-election.
- VIII. **Terms of employment and compensation:** The position of Treasurer/Financial Secretary is a part-time position, presently at one day a week on a flexible schedule, determined in consultation with the

Executive Presbyter. The Personnel Committee of the Presbytery Council recommends proposals for salary, benefits, and expenses annually to Presbytery Council.