**Presbytery of Waterloo-Wellington**

**Treasurer’s Job Description**

**The Treasurer is accountable to the Presbytery through the Finance and Property Team Business Committee.**

Job Description summary: The Treasurer is required to manage all financial matters, income, loans, expenses, payroll, records, banking, special funds, statements, government filings and applications, as well as attend and advise all regular Finance and Property Team meetings, Business Committee meetings, Presbytery meetings, extra meetings, special committees, correspond with all of the above and congregational Treasurers, banks, Governments, PCC head office, and any other situation that arises.

**Financial Matters**

**1/Income**:

*Work with the Finance and Property Team to develop annual budget, including budget requirements of Presbytery Teams*

*Calculate and recommend annual congregational assessments. Requires the approval of Presbytery*

Advise congregational treasurers of the budget and their share of the assessments to cover the budget and the terms of payment.

Receive the cheques and post-dated cheques from the congregations and deposit into the proper accounts and make necessary journal entries.

Receive any other income and deposit in proper accounts and make necessary transfers and journal entries

**2/Loans**

*Set up loan contracts and attain signatures from Trustee Fund Trustees*

*Guide congregational loan requests from the various funds through Presbytery and obtain the necessary signatures of presbytery and congregational personnel.*

Receive any loan payments and make necessary transfers and journal entries.

Keep track of outstanding loans and correspond with loanees when necessary.

**3/Expenses**

Receive invoices and requests for payment and seek approval where necessary.

Analyse Presbytery requests for payments and setup.

Prepare payroll and associated expenses.

Prepare cheques and record all payments

Seek cheque signors approval and signature on cheques, mail, and file accordingly.

*Establish a new list of cheque signors (depends on location of new Treasurer)*

**4/Records and Banking and Fund Accounting**

Keep all financial records up to date

Correspond and Visit Banks as necessary, keeping eye on balances and transfers

Reconcile banks monthly to ensure everything is recorded properly.

Analyse Investments and record income and losses with journal entries.

Ensure that all income, expenses and transfers are made to the proper Fund and that the assets of that Fund match the value of the Fund.

**5/Statements**

Prepare Income Statement and Balance Sheet for all Business Meetings and Regular presbytery meetings

Keep different funds separate on these statements

***6/Audit***

*Recruit and recommend annual auditor to Presbytery for approval.*

*Oversee Audit and present Audited statements by June 1 of the following fiscal year.*

**Terms**

Length of Contract: 3 Years eligible for one additional three-year term and 1 additional 1 year term as a transition year.\*

Annual Stipend: $10,800 minimum

Approximate Hrs per Week: 6 to 10 hours a week

If interested please contact the Clerk of Presbytery at presbyteryww@gmail.com or 226-789-7457