

ST. MARK PRESBYTERIAN CHURCH
Treasurer - Job Description

The Treasurer shall be elected annually by the session to: manage the financial activities of the congregation including income and revenue, expenses and disbursements, payroll, assets and investments. The Treasurer shall see that the following standards of financial procedure are observed:

- Oversee and account for assets and liabilities, according to decisions of the session, in a reasonable, ethical and legal manner.
- Oversee records of all income, revenue, receipts, expenses, disbursements, assets and liabilities; especially documents related to loans, mortgages, investments and payroll taxes.
- Work with the session to establish spending priorities and overseeing internal controls to protect the assets of the church.
- Assist the session with financial planning, particularly preparation of the annual budget.
- Conduct official business with the church's financial institution.
- Keep adequate books and records to reflect all financial transactions, open to inspection by authorized church officers at reasonable times.
- Attend session meetings and provide a monthly financial report on operating funds, non-operating funds, and cash balances/investments.
- In conjunction with the Finance Committee, provide a summary of financial reports for the bulletin and/or the newsletter.
- In conjunction with the Finance Committee, provide a detailed financial report annually to the congregation. (Usually presented at the Annual Meeting.)