POSITION DESCRIPTION

FINANCIAL ADMINISTRATOR/TREASURER **FULL TIME**

Purpose: The Financial Administrator/Treasurer shall serve as the financial officer of the Presbytery and custodian of all financial records.

Accountability: Shall be accountable to the Presbytery through the Administration Committee and supervised by the General Presbyter.

Term of Service: Indefinite

Responsibilities:

A. To maintain the general ledger for Presbytery and Bluestone Conference Center, utilizing Presbytery's computer system.

B. To oversee the receipt and disbursement of all funds of the Presbytery and Bluestone Conference Center.

C. To support the Stewardship Committee in its work of developing, implementing and reviewing annual Presbytery budget.

D. To prepare timely financial reports and budgets as needed, or requested, by the Presbytery and its committees.

E. To notify congregations and individuals of the status of their financial commitments to Presbytery and other mission beyond the congregation and to respond to related questions and concerns from church officers and ministers.

F. To administer the Presbytery's investments under the direction and oversight of the Investment sub-committee of the Stewardship Committee.

G. To oversee the preparation and filing of church-wide reporting forms required of the Presbytery and its churches.

H. To provide all financial statements and records to the Stewardship Committee to facilitate its function as the audit committee of Presbytery, and to submit all requested schedules and other documents to the independent auditing firm hired by the Presbytery.

I. To act as the Presbytery's financial liaison with the Synod and the General Assembly, Board of Pensions, Trustees, and the property insurance provider.

J. To administer payroll for the Presbytery and Bluestone Conference Center staff, and submit all payroll tax deposits and reports as required by the IRS.

K. Other duties as assigned from time to time by the General Presbyter.

Evaluation: An annual performance review and comprehensive reviews as determined by the Administration Committee.

Compensation: Defined in terms of appointment and reviewed annually by the Administration Committee.

Termination: By mutual consent of the Financial Administrator/Treasurer and the Presbytery, or by action of the Presbytery, upon recommendation of the Administration Committee. Fair and adequate notification shall be given by one party to the other.

REQUIREMENTS

The Financial Administrator/Treasurer, insofar as possible, should have these qualifications, characteristics and abilities:

A. Personal gifts
1. A Christian commitment and spiritual maturity
2. A commitment to stewardship as a matter of faith and spiritual discipline in which money is a means to do mission and ministry
3. A servant-leader of the Presbytery in a style that is both collegial and consultative
4. Bondable

B. Education and experience
1. Bachelor's degree preferred
2. Demonstrated success in managing standard accounting functions
3. Finance and investment management experience
4. Demonstrated ability to prepare, read and understand financial statements

C. Skills:
1. Computer applications: Quick Books Pro (or equivalent accounting software); Excel (or equivalent); Microsoft Word (or equivalent)
2. Competence in total financial management, fund accounting and bookkeeping
3. Organizational skills, problem-solving skills and ability to take initiative
4. Excellent written and oral communication skills
5. The ability to delegate and supervise staff as needed

D. Physical Demands
1. 10 hour work days
2. Stressful situations and the ability to think on your feet
3. Some travel

Please submit resumes to pwvtreasurer@gmail.com by July 1st