

Presbytery Treasurer

Job Description

Reports to: Executive Presbyter (Head of Staff)
Supervises: Presbytery Accountant (part-time position)
Status: Permanent part-time position hired by the Presbytery and recommended for election as a constitutional officer to the Presbytery for a three-year term, renewable by the Presbytery.
Part-time (8-10 hours per week), not eligible for benefits
Fair Labor Standards Act (FLSA) status: Exempt (Professional Exception)

Job Summary:

The position of Presbytery Treasurer is responsible for the overall administration of the business operations and financial affairs of the Presbytery. The Treasurer supervises the Accountant who provides bookkeeping services. In addition, the Treasurer directly performs some financial-related administrative functions to support the Presbytery staff, leaders, and congregations in fulfilling their mission.

The work of the Treasurer falls primarily into these broad categories:

Officer — As an elected officer of the Presbytery, the Treasurer has oversight and responsibility for all the financial affairs of the organization. The Treasurer serves as a legally appointed officer of the corporation, registered with the Secretary of State as the chief financial officer, and is one of the primary authorized signatories on Presbytery financial accounts.

Fiduciary Responsibility — The Treasurer provides guidance regarding financial fiduciary responsibility for and Christian stewardship for all the elected officers, the Presbytery Leadership Team, the Board of Trustees, Presbytery staff, and volunteers in governance of the organization.

Financial Policies, Procedures, and Effective Internal Controls — The Treasurer is responsible for the establishment of accounting and financial policies and procedures, and for compliance with stated policies throughout the organization. The Treasurer safeguards the assets of the organization through effective internal review and control procedures.

Bookkeeping and Financial Reporting — The Treasurer supervises the Accountant who is responsible for day-to-day bookkeeping and financial reporting for the Presbytery, including deposit of funds, payment of bills, and administration of payroll and benefits for Presbytery staff.

Grant Administration — The Treasurer acts as the advisor on the administration of grants received and awarded by the Presbytery and ensures compliance with

donor restrictions when necessary. The Treasurer consults with the Mission, Scholarship, and Grants Committee.

Financial and Business Affairs Consultation – The Treasurer serves as a resource within the Presbytery and for its leaders, committees, boards, and its congregations on matters of business and financial administration.

Essential Functions:

- To work with all Presbytery entities, staff, and leadership in the development, implementation, and coordination of the Presbytery's mission through its financial commitments and actions.
- To attend and interpret the Presbytery's financial affairs at meetings of the Presbytery, the Presbytery Leadership Team, the Board of Trustees, Presbytery staff meetings, and other ad hoc groups, committees, and commissions as needed.
- To attend as needed and advise the Mission Scholarships and Grants Committee.
- To ensure that Presbytery's financial operations are properly administered in accordance with (a) the Presbytery's bylaws; (b) established accounting policies and procedures approved by the Presbytery; (c) generally accepted accounting principles; and (d) the requirements of the Minnesota Nonprofit Act (MN. Stat. Chap. 317A)
- To supervise and assist the Accountant as needed to ensure that all financial activities are reported through the distribution of financial reports and supporting documents and schedules.
- To determine the cash and credit needs of the Presbytery and ensure the availability of funds to meet bills and payments due.
- Along with the Board of Trustees and the Presbytery Leadership Team to engage the Presbytery in developing necessary and appropriate policies and procedures for the administration of its financial and business affairs
- To assist the Personnel Committee and the Executive Presbyter/Head of Staff in the administration of salary and benefits for Presbytery staff and contractors.
- To lead the Presbytery Leadership Team's preparation of the Presbytery's annual budget and to coordinate with the Board of Trustees for the Annual Financial Review or Audit.
- To maintain current knowledge of Generally Accepted Accounting Principles, IRS Regulations, Presbyterian Board of Pension rulings and procedures, federal and state employment laws, and PC(USA) rules and procedures as they relate to financial matters.
- Uphold all PTCA policies and procedures as a representative of the Presbytery.

Minimum Qualifications:

- As an officer of the Presbytery, the Treasurer must be eligible for membership in the Presbytery. Per the Presbytery's Bylaws, the Treasurer must be either ordained as a ruling elder and currently a member of a particular congregation of the presbytery or be

a teaching elder and currently a member of the Presbytery.

- The Treasurer must be computer literate and knowledgeable of Microsoft Word, Excel software, and online account management. It is preferable that the Treasurer also has a working knowledge of Quick Books or similar accounting software.

Physical Requirements:

- Able to move freely in small and large group settings.
- Able to speak in a public forum.

Hours:

8-10 hours per week (on average). Flexibility for some daytime and some evening/weekend availability is required.

This is an employed position but the incumbent must be eligible to be elected to the position of Treasurer by the Presbytery.

Core Competencies Necessary for the Position:

Mission Ownership:

Demonstrates understanding and full support of the mission, values, and priorities of the Presbytery; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, values, and priorities of the Presbytery.

Spiritual Maturity:

Clearly and consistently connects to the call of the Gospel and spiritual practices as appropriate to the wider scope of this role; and to understanding the stewardship of the Presbytery's financial resources within a Biblical concept.

Interpersonal Skills:

Establishes supportive and cooperative relationships with ministry leaders, staff, and the wider Presbytery; is approachable, offering a warm and welcoming presence to all; builds appropriate rapport; able to deliver a message clearly and effectively, with sensitivity to circumstances and the listener; conducts appropriate follow-up in a timely manner.

Integrity and Trust:

Seen by others as trustworthy and authentic; practices direct, honest, and transparent communication; models humility, reliability, accountability, and servant leadership in all relationships; maintains highest standards of professional ethics and confidentiality.

Time Management:

Able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and mindfully; values time and respects the time of others; concentrates on the most important priorities; can appropriately balance priorities.

Attention to Detail:

Consistently attends to the many details of the financial and business affairs of the Presbytery; follows up on missing or incomplete items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to appropriate details.

Written and Verbal Communication:

Able to write and speak effectively; clearly delivers message in a tone appropriate to the context.

Initiative:

Action-oriented and energetic about activities in support of job functions and Presbytery mission, values, and priorities; sets ambitious but achievable objectives for self and others.

Signatures:

Presbytery Treasurer

Date

Executive Presbyter

Date

Reviewed and approved by PLT on September 8, 2025.