



# The Synod of the Covenant

Presbyterian Church (U.S.A.)

## **Position Description: Treasurer (Volunteer)**

### *Purpose*

The primary purpose of the treasurer for the Synod of the Covenant is to provide internal control, oversight, and back-up for the staff of the Synod of the Covenant as they provide the Synod Assembly with the financial analysis needed to plan and carry out its mission. This is a volunteer position averaging less than ten hours a month.

### *Responsibilities*

- Review and work with staff to interpret financial reports as needed/requested to the constituents of the Synod of the Covenant.
- Help to implement internal control procedures, including check signing as needed and periodic review of QuickBooks, payroll, and expense reimbursements.
- Assist the Interim Executive, Office Manager, Finance Committee and Committee Moderators as needed to prepare annual budgets
- Work with Interim Executive, Accountant, and Finance Committee to design an audit plan.

### *Relationships*

The Treasurer interacts with the Synod staff team (especially the Interim Executive, Accountant, and Office Manager) and the Finance Committee.

### *Accountability*

The Treasurer, under the supervision of the Interim Executive, is accountable to the Synod Assembly and the Personnel Committee.

### *Term*

The treasurer is nominated by the Nominating Committee/elected by the Synod assembly to serve a three-year term, and is eligible to be re-elected.

### *Meetings*

The Treasurer shall ordinarily be present at Synod Assembly and other committee/team meetings focusing on the Synod's finances, the vast majority of which will be held by Zoom. Any travel expenses will be paid by the Synod.



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## *Minimum Qualifications*

- Teaching/Ruling Elder in the PC (U.S.A), with working knowledge of its mission, policies, and governance.
- Live within the geographic bounds of the Synod of the Covenant.
- Demonstrated competence in managing finances of a non-profit organization
- Strong communication skills with diverse groups of people.

## *Desired Qualifications*

- Accounting degree, CPA, or other Professional Certification
- Ability to interpret and oversee information in QuickBooks

## *Salary and Benefits*

Because this is a voluntary position, there is no salary and the benefits are purely spiritual/personal.

## *Resources*

- The Synod will provide access to phone and email systems, along with access to QuickBooks and other resources relevant to the role.
- The treasurer will work out of their home or office in their own locale, with very infrequent trips to the Synod office in Bloomfield Hills, MI.

*Interested parties should contact the Interim Executive of the Synod of the Covenant, Chip Hardwick, at 309-530-4578 or [chip@synodofthecovenant.org](mailto:chip@synodofthecovenant.org).*

8/16/21