



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.

8/16/21