

Providence Forge Presbyterian Church
Position Description
Treasurer

Purpose:

To understand fully the Church's financial position and investigate and recommend to the Planning and Finance Committee any issues needed to ensure the financial stability of PFPC.

Accountable to: The session.

Responsibilities:

1. Signature authority for PFPC accounts;
2. Liaison with bank and any other businesses, agencies, etc., to conduct church business;
3. Provide advice and direction to session as requested by the Planning and Finance Committee to ensure proper financial procedures and policies are followed;
4. Provide direction to bookkeeper to transfer monies from checking to savings;
5. Obtain Annual Pledge information from Stewardship Committee and report summary information to session ;
6. Review the financial reports from the Bookkeeper on a monthly basis;
7. Review the monthly bank reconciliation and tie to bank statement. Sign reconciliation to indicate approval;
8. Approve and sign all journal entries.

Compensation: None.

Sick Leave/Vacation: Not applicable.