

**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 the 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 the 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.