

SPC Treasurer

Role Description

Position Summary

The Treasurer shall: be responsible for leading and overseeing the church's financial operations; ensure proper stewardship over the deposit, investment and disbursement of church funds; provide periodic financial reports to the Trustees and the congregation; approve all financial commitments of the church; and shall chair the Finance Team.

Key Responsibilities

- In conjunction with the Trustees, set top-down budget guidelines for staff, as appropriate
- Review and assess financial controls to assure safeguarding of assets and proper stewardship
- Review and maintain adequate insurance coverage for the church, its employees and facilities
- Review monthly financial reports prepared by the church finance coordinator to monitor cash position, cash flow and expectations compared to budget
- Monitor and approve all financial commitments of the church
- Based on liquidity and the overall financial position of the church, assess the need to borrow or the ability to pay down debt
- Provide financial updates to the congregation at congregational meetings and periodically throughout the year, as appropriate
- Chair the Finance Team.

Working Relationships

- Church Finance Coordinator – Regular two-way communication with the finance coordinator to keep her informed of developments, discuss efficiency or other changes suggested by the finance coordinator and to discuss questions arising from the Treasurer's review of the monthly financial reports
- Financial Secretary – Review Financial Secretary Reports and discuss any questions related to treatment or classification of donations
- Trustees – Actively participate in all Trustee meetings, providing financial perspective as required.

Key Result Areas

- Clear understanding of the church's financial position, expenditures and commitments
- Effectively communicate financial position and anticipate any current or upcoming challenges to the Trustees
- Develop and maintain solid working relationships with staff, volunteers and vendors.