

## Presbyterian Women in the Synod of the Covenant

Job Description: **TREASURER**

Purpose To receive and disburse the monies of Presbyterian Women in the synod of the Covenant and keep accurate and up to date records.

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the synod of the Covenant (PWSOC).

### Responsibilities:

1. Serve on the CT of PW in the Synod, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Receive monies for the Operating Budget from Presbyterian Women in the Presbyteries.
3. Send two sets of "Goals and Giving" forms and remittance forms, the first of December, one to the PWP Moderator, and one to the PWP Treasurer. Request one of these completed Giving forms be returned to the PWSOC Treasurer by December 31. The Remittance form is to be returned with a check for 1.5% of the total of line 6, the Celebration of Giving through pledges. This money is due to PWS Treasurer between January 1 and March 31.
4. Disburse funds as authorized by the budget or order of the PWSOC/CT upon receipt of vouchers. The payment of vouchers shall be authorized by the PWSOC Moderator or the responsible committee chairperson.
5. Receive and disburse special funds authorized by the PWSOC/CT or by order of the Facilitating Committee.
6. Keep accurate, up to date records of receipts, disbursements, deposits, and investments. Balance the checkbooks each month with the bank statement.
7. Submit written and oral reports of the financial accounts at each meeting of the PWSOC/CT and present an annual report and the budget to be approved at the Synodwide Gathering of PW in the Synod.
8. Arrange for the audit of the books at the end of each fiscal year, by a competent person in your area. Submit the name to the Facilitating Committee for approval.
9. Serve as a member of the Facilitating Committee, Gathering Committee, and as chairperson of the Finance committee. Prepare the agenda for the Finance meeting.
10. Receive from Registrar for Synodwide Gathering. Send receipts to her and pay bills as vouchers are received. Send a final financial report to the Gathering Coordinator.
11. Keep records of her office, transfer all funds and properties to her successor, and assist the successor with a smooth transition in a timely fashion.