

### **Position Description for Church Treasurer**

1. Responsible for the maintenance and record keeping for all church related finances.
2. Responsible for paying regular monthly, quarterly and annual operating expenses.
3. Has authority to sign checks drawn on all checking accounts in the name of the United Presbyterian Church in East Guilford.
4. Has the authority to withdraw or transfer money between accounts in the name of the United Presbyterian Church in East Guilford.
5. Shall receive all statements of accounts for the United Presbyterian Church in East Guilford.
6. Responsible for monthly and yearly reports to the Session.
7. Will work with the session in developing a budget for the upcoming year.
8. All records and books are subject to financial review by either an accounting firm or a committee of members versed in accounting practices.

### **Assistant Treasurer**

Will maintain accounts and sign checks in the absence of the treasurer.

### **Selection**

The session will seek willing persons to act as church treasurer and assistant treasurer to be approved at the annual congregational meeting for a term of 3 years.

revised February 2014  
amended October 2014