

Treasurer Role Description

Approved by BOT 8/9/04

Purpose of Position: To oversee financial matters on behalf of the congregation

Key Responsibility Areas:

1. Ensure that the financial obligations of the congregation are met and recorded accurately and promptly.
 - Pay bills, employees, and contractors in a timely manner in accordance with the contract obligations
 - Deposit receipts promptly
 - Maintain accounting records of all transactions
 - Maintain an accurate accounting of all pledges
2. Report to the Board and the Congregation regularly on the financial condition of the congregation
 - Provide account balances and report on income and expenditures and trends to the Board monthly
 - Provide summary reports including account balances and trends to the congregation in newsletter reports at least every other month
 - Forecast end-of-year status and compare with budgets frequently
 - Categorize income and expenditures and maintain accounts as directed by the board and as needed to give visibility into financial status
 - Publish an end-of-year detailed accounting of actual income and expenditures compared with budget.
3. Forecast budget trends and recommend action to the board of trustees to adhere to the approved budget
4. Assist the President in preparing an annual budget for presentation to and approval by the congregation.
5. Supervise the bookkeeper if one is employed and review the records to assure accuracy and usefulness
6. Assure that the congregation's accounting conforms with IRS and other legal requirements
7. Determine status of employees and contractors working for the congregation.
8. Review contracts for employees and contractors for completeness, conformance with Board policy, EEO, etc.
9. File State and Federal Financial reports and nonprofit registrations as required by law.

10. Maintain and recommend to the Board systems for approving and handling funds that guard against fraud and theft.
11. Ensure that accounts are audited at least once per year
12. Protect the assets of the congregation by maintaining appropriate insurance and by depositing funds in safe institutions in interest-bearing accounts.
13. Exercise any other fiduciary responsibility normally expected of an organization's treasurer or specified by the UUCWI Bylaws.
14. Maintain, in consultation with the Membership Chair, an accurate membership roster for the congregation
15. Maintain appropriate confidentiality for individual pledging and giving in accordance with Board policy

Coordinates with: Board of Trustees, President, Canvass committee, Capital Campaign committee, Fundraising coordinators, employees, contractors, bookkeeper.

Budget Impact: cost of insurance, bookkeeper, bank fees, legal advice

Knowledge & Skills Required:

- Judgment and experience in financial decisionmaking
- familiarity with computer spreadsheet, graphing and accounting functions
- management and supervisory skills
- ability to meet deadlines and respond to requests in a timely manner

Selected by: Annual vote of congregation

Current Staffing: See current Directory