

Sample Synod Treasurer Position Description

A resource provided by the Office of the Treasurer of the Evangelical Lutheran Church in America

Position Description

PERSONNEL POLICIES STATEMENT: In service to the Evangelical Lutheran Church in America and in the fulfillment of this church's mission in the world, the employees and volunteers of the _____ Synod of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.

TITLE: Treasurer
REPORTS TO: Synod Assembly and, in the interim, to the Synod Council

POSITION SUMMARY

This volunteer position is accountable for the management of monies and all financial accounts of this synod. The treasurer is responsible for the oversight and arrangement for the proper recording of all financial transactions of the synod to ensure proper handling according to both synod requirements and generally accepted accounting principals. The treasurer is responsible for oversight of all investments of synod assets, reporting of the synod financial conditions to each regularly scheduled meeting of the Synod Council, ensuring an annual external audit is conducted, and the preparation of the annual audited financial statement for reporting to the Synod Assembly. As an officer of this synod, the treasurer is a member of the synod's Executive Committee. The treasurer shall be elected by the Synod Assembly for a term of _____ years and may be reelected.

PRINCIPAL ACCOUNTABILITIES

1. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.
2. Responsibility for the investment of funds upon the authorization of the Synod Council.
3. Responsibility for development or acquisition of accounting systems and controls for the proper recording, receipt, and acknowledgement of all income, offerings, contributions, and bequests made to this synod as well as the payment of properly authorized financial obligations of this synod.
4. Ensuring the monthly transmittal of the mission support received by this synod for the general work of this church as determined in consultation with the churchwide organization to the treasurer of the Evangelical Lutheran Church in America
5. Ensuring the monthly transmittal of the specific mission support received by this synod from congregations for the support of specific programs such as the World Hunger Appeal, Disaster Relief, Vision for Mission, Missionary Sponsorship, any special appeals, or any other similar operations to the treasurer of the Evangelical Lutheran Church in America.
6. Maintenance of specific giving records of each congregation of this synod and informing the congregations, at least quarterly, of the status of this record.
7. Reporting of monthly financial results to the bishop and interim results to each regularly scheduled meeting of the Synod Council. Presenting at an annual meeting of the Synod Assembly a full, detailed and duly audited report of receipts and disbursements in the several accounts of this synod for the preceding fiscal year, together with the contributions from each congregation of the synod.
8. Submission of the annual audited financial statements to the treasurer of the Evangelical Lutheran Church in America.
9. Giving of corporate surety in the amount determined by the Synod Council, which shall be in the custody of the secretary, with the premium paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement. Annually review all of the synod's insurance coverage



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for adequacy.

10. The treasurer shall be a member of the Executive Committee of the Synod Council and also serve on the Finance, Investment Management, and Audit Committees of the Synod Council.
11. Other duties as assigned by the Synod Council or Synod Assembly.

QUALIFICATIONS

The Treasurer:

1. Must be a lay or rostered voting member of a congregation of this synod.
2. Should possess good knowledge of internal control practices and generally accepted accounting principles and financial reporting requirements. A CPA is desirable.
3. Should have familiarity with budget development and budget variance monitoring.
4. Should possess the ability to meet deadlines, work under pressure, and preserve confidentiality.
5. Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
6. Should possess knowledge of ELCA church structure.

