

## **Combined Accountant/Treasurer**

### **Purpose:**

To keep a detailed account of all revenues and expenditures and prepare reports for the Presbytery, committees, tax authorities, and others as needed. To maintain compliance with accounting and Presbytery standards.

### **Accountability:**

The Accountant/Treasurer is employed by the Presbytery and reports to the General Presbyter in consultation with the Personnel Committee and the Committee on Presbytery Administration (CPA).

### **Responsibilities:**

- Record bank deposits.
- Maintain subsidiary accounts to support payments made by each church in support of shared mission giving and other designated giving.
- Review vouchers for the payment of bills and other obligations, and ascertain the appropriate budget accounts and spending approval.
- Prepare checks for all approved disbursements and mail or otherwise distribute such checks when properly signed.
- Process payroll in a timely manner.
- Track bank account balances.
- Make journal entries as required for designated fund transfers, corrections, and adjustments approved by CPA.
- Accurately report designated funds separately from operating funds.
- Prepare report of journal entries for review by CPA and General Presbyter.
- Perform monthly bank account reconciliations.
- Balance and maintain accurate general ledger.
- Maintain all financial spreadsheets and subsidiary worksheets to support balances that the CPA and other committees desire to be tracked.
- Prepare and provide monthly financial statements, including Balance Sheet, Schedule of Revenues and Expenses – Budget vs Actual, and Fund Reports to the Committee on Presbytery Administration (CPA).
- Prepare monthly, quarterly, and annual payroll tax forms and payments.
- Provide quarterly and end-of-year summaries of church contributions for congregational treasurers.

- Coordinate selection of and work with auditor for annual review of Presbytery finances.
- Prepare all records for insurance audits and for the annual audit of presbytery financial records.
- Prepare and provide regular financial statements including committee budget reports, vendor reports, and fund reports to the committee chairs and all others designated by the CPA and/or General Presbyter.
- Review monthly all financial reports prepared by the Dogwood Acres bookkeeper.
- Serve as staff to the CPA and attend all its meetings.
- Serve as staff to the Presbytery's Coordinating and Planning Commission (CPC) and attend all its meetings.
- With the Chair of the CPA, present financial reports at meetings of the Presbytery.
- Assist the CPA in the compilation of Presbytery's Annual Budget.
- Serve as financial staff to the Committees and Teams of the Presbytery.
- Perform other financial duties as requested by CPA or by the General Presbyter.