

# TREASURER

(Approved by Presbytery of Hudson River's Council)

**Purpose:** To provide oversight for the financial activities, procedures, policies, reports and statements for the Presbytery of Hudson River (HRP) and its corporation in consultation with the Budget Finance and Property Committee/Trustees (BFP) and the Council.

## Bylaws of Presbytery of Hudson River (May 23, 2017)

### Article IV OFFICERS

Section 2 The officers elected by the Presbytery shall have the following duties (other duties may be specified by rule). The Treasurer shall oversee the finances of the Presbytery, having such authority as may be necessary to receive, invest, transfer and disburse funds on behalf of the Presbytery, always subject to the Presbytery's rules, policies and oversight.

Section 4 The officers of the Presbytery shall be elected in the following manner:... The Stated Clerk and Treasurer shall ordinarily be elected at the final stated meeting of the calendar year in the third year of the officer's term, and his or her term shall begin on January 1 of the following year.

### ARTICLE VI TRUSTEES

Section 2 The officers of the Corporation shall be as follows: the Budget, Finance and Property Committee chairperson shall serve as President of the Corporation, the Stated Clerk shall serve as Secretary and the Treasurer shall serve as Treasurer. The officers shall have a voice and vote on corporate matters.

**Type:** A volunteer position, elected by the Presbytery upon recommendation by the Council and the Trustees, to a three year term.

**Accountability:** Council, through the BFP.

**Relationships:** BFP and its chair, Council, Manager of Finance and General Presbyter.

### Responsibilities:

1. Serve as a member of Trustees of HRP and an officer of the Corporation.
2. Serve as a voting member of BFP and its Investment Subcommittee.
3. Work with the Manager of Finance, providing direction as needed, to ensure that all approved financial policies and procedures are followed and work is accomplished, sharing any concerns with the General Presbyter, who is Head of Staff.
4. Recommend financial policies and procedures to ensure compliance with the applicable internal controls as entailed in HRP's Treasurer's Manual.
5. Provide an analysis of the financial report to BFP on a not less than quarterly basis along with any appropriate counsel and commentary.
6. Oversee the annual budget development process.
7. Schedule and oversee, with the assistance of the Manager of Finance, the annual audit and review and present the final audit report to BFP. As the Book of Order states in G-3.0113: "A

full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.”

8. Review the insurance needs of HRP and make recommendations to BFP.
9. Coordinate, along with the Investment Subcommittee, the management of HRP's investments.
10. Ensure compliance with any HRP, Synod or General Assembly reporting requirements.
11. Keep all matters appropriately confidential and conduct all responsibilities with appropriate discretion.
12. Assist BFP with an annual evaluation of the work of this position.
13. Assist BFP with training the next Treasurer.

**Skills and Knowledge:** General accounting procedures; QuickBooks and computer skills; follow through; confidentiality.

**Review:** This position description and person will be reviewed at least annually by the BFP and at the request of the Council.