

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title:

Assistant Treasurer of the Congregation

Service Opportunity Brief Description:

The Assistant Treasurer oversees the collection and monitoring of annual pledge payments from the Society's members and friends, supporting and encouraging timely payment of current year pledges.

Service Opportunity Detailed Description:

The Assistant Treasurer works closely with the Treasurer, Office Administrator and the Finance Committee. Though the Assistant Treasurer is not an officer or member of the Board of Trustees s/he has the following major responsibilities:

- The Assistant Treasurer is a member of the Finance Committee, reporting monthly to the Committee the status of pledge collection efforts, helping to establish budget projections for pledges, and generally helping to manage the Society's financial operations;
- The Assistant Treasurer is a member of the Stewardship Committee,
 - Overseeing the collection, recording, and monitoring of annual pledge payments, supporting and encouraging timely payment;
 - Scheduling and implementing the mailing of quarterly pledge statements and annual tax statements; and preparing articles and notices regarding pledge payments for Albany UU publications;
- The Assistant Treasurer is responsible for processing, recording, and depositing all incoming cash and checks.

Each even year, an Assistant Treasurer is elected to a two-year term. No person may serve more than five consecutive years in the position. This service opportunity requires approximately 12 hours per month on average over the course of a year.

Length of Service Commitment: 2 years

This opportunity will enable you to take on a key role in the management of the congregation's financial operations.

Skills Needed:

The Assistant Treasurer must be comfortable with numbers and familiar with or willing to learn basic bookkeeping practices.

Training, assistance, and safety requirements:

The Church Administrator and Treasurer are available to train a new Assistant Treasurer.

Number of positions available: 2 each year