

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Treasurer of the Congregation

Service Opportunity Brief Description:

The Treasurer is elected by the congregation. The Treasurer oversees and coordinates the Society's financial operations and is a member of the Finance Committee and the Board of Trustees. The Treasurer must also possess the skills and perform the tasks identified in the general Board of Trustee description. In addition, the Treasurer serves as treasurer for the independently managed Endowment Trust, and is, therefore, a non-voting member of the Endowment Trust.

Service Opportunity Detailed Description:

The Treasurer has many varied duties:

- Working with the office administrator and the accountant, the minister and financial institutions, ensure the accuracy of expenditures and records, updating as necessary procedures for handling various financial matters and for monitoring for accuracy;
- Oversee all deposits of the Society into a number of different checking and savings and investment accounts; and make all payments with the exception of payroll which is handled by an outside service;
- Attend monthly meetings of the Board, and prepare a monthly report to the Board on the church's finances, highlighting any emerging financial needs, concerns or policy issues requiring the Board's attention;
- Attend monthly meetings of the Finance Committee, working with them to develop an operating budget and developing and updating a long-range fiscal plan;
- Attend monthly Endowment Trust meetings, working with them on Trust investments.

Each odd-numbered year, a Treasurer is elected to a two-year term, which can be renewed with a maximum of 5 consecutive years served in the position. Though the workload varies, this Service Opportunity averages 30 hours per month.

Length of Service Commitment: 2 years

This opportunity will enable you to play a crucial role in the management of the congregation's finances, and planning for both the short- and the long-term,

Skills Needed:

The treasurer must be a numbers person, familiar with keeping books. Though prior knowledge of QuickBooks and ChurchDB programs are not required, a new treasurer will be required to learn to use these programs.

Training, assistance, and safety requirements:

Staff can train any new treasurer in the use of QuickBooks and ChurchDB.

Number of positions available: 1

Key words: financial skills, computer skills