

## ASSITANT TREASURER JOB DESCRIPTION

This position has a two-year term. Occupant may stand for reelection for one additional term. Occupant must be a voting member of the congregation. The responsibilities of this position are detailed below.

1. Fulfill the duties of the leadership team as set out in the church bylaws in section 2.5.6. (See below)
2. Should be able to attend monthly meetings, currently held the third Tuesday of each month.
3. Act as backup for the Treasurer and assist Treasurer in the following:
  - a. Work in conjunction with the Pastor and the Leadership Team to maintain oversight of the church's financial position.
  - b. Maintain a record of authorized signatories on financial accounts.
  - c. Oversea the accounting for donations and bill paying and is responsible for investment of funds as directed by the Leadership Team.
  - d. Maintain financial documents and financial procedures manuals.
  - e. Oversea the duties of the Bookkeeper.
  - f. Present the financial statements to the leadership team and the congregation.
  - g. Ensures the preparation of all financial budgets.

### **2.5.6 Duties of the Leadership Team**

Under the President and with the guidance of the pastoral staff the Leadership Team shall:

- Be responsible for establishing policies, formulating long term strategic plans, and developing annual operating plans and budgets to direct the overall ministry of the congregation towards it's mission (see section 1.2 of the Constitution);
- Maintain the financial integrity of the congregation; annually appoint a person or team to do a financial review;
- Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families;
- Authorize the Ministry Staff to administer the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Voters' Assembly;

- Appoint such Teams as necessary to carry out the mission of this congregation;
- Direct the calling of special meetings of the Voters' Assembly as requested by the Pastor(s) or voting members;
- Be responsible for the receiving of and acting upon, if necessary, feedback and/or complaints from members of the congregation regarding aspects of its operations;
- Post notices of meetings. The minutes of these meetings shall be available to voting members upon request, excluding discussion of confidential matters;
- Appoint persons to fill unexpired terms of Officers, members of the Leadership Team or the Spiritual Support Team;
- Be available for any additional functions that the Voters' Assembly may confer on it.