

Greenville Unitarian Universalist Fellowship
Job Description
Treasurer

Mission:

To facilitate mechanics of money management for the Fellowship.

Qualifications:

Basic bookkeeping skills, good attention to detail, ability to organize and perform tasks in a timely manner, reliability.

Overall Responsibilities:

Oversee receipts and distribution of funds and oversee bookkeeping and other financial records of the Fellowship in accordance with standard accounting practice and the Fellowship's policies and procedures.

Functions:

Oversee Financial Activities:

1. Verify bank deposit receipt versus deposit summary and collection form.
2. Verify authorization signatures and codes used by Fellowship Administrator in processing contributions and invoices.
3. Sign checks.
4. Monitor cash flow in checking account to verify sufficient funds especially for meeting payroll and for tax payments, and move money to and from the various accounts as necessary.

Oversee Sunday Money Counters:

Recruit and train Money Counters who verify the ushers' cash count and secure receipts in locked Ushers' Room, for retrieval by Fellowship Administrator

Advise Bank Statement Reconciler:

Provide advice or additional information as needed to enable reconciliation of bank statements.

Assist /Collaborate with CFO:

1. Collaborate with CFO to delineate areas of responsibility between Fellowship Administrator and Treasurer.
2. Collaborate with CFO regarding accounting structure and use of Power Church, and ensure proper accounting procedures are being followed. Maintain Chart of Accounts, adding or de-activating accounts as needed.
3. Investigate and correct errors in Contribution Statements, or other financial matters, when requested by the CFO.
4. Assist CFO and Fellowship Administrator in preparation and presentation of annual budget.

Other Major Duties:

1. Participate in evaluation of Fellowship Administrator's financial performance with suggestions for improvement.
2. Give to GUUF Endowment Guardian quarterly update of endowment contributions received.
3. Enter non-routine transactions into Fund Accounting. Do all posting of Contributions, Accounts Payable, Payroll, and Journal Entries in Fund Accounting.
4. Scrutinize financial records for abnormalities, trace origin of problems and make correcting entries.
5. Ascertain completeness of financial data for preparing monthly statements.
6. Participate in Program Council meetings to present financial information and to answer questions.
7. Attend Board meetings in absence of CFO to present financial statements and answer questions.

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