

**Synod of Living Waters
Treasurer
Position Description**

Term

The Synod shall elect a Treasurer to serve a term of two years. The Treasurer may be re-elected unless he/she is the Synod Executive or holds another elected position in which case the term shall be concurrent with the term of that position.

Qualifications

Shall ordinarily be a member of the Presbyterian Church (USA) who is a member of one of the congregations of the Synod of Living Waters, who resides within the bounds of the Synod of Living Waters, and has familiarity with general accounting procedures and relevant financial experience.

Responsibilities

Funds shall be received and disbursed for the governing body according to policies and procedures established by the Synod.

The treasurer shall oversee the keeping of accurate records and make quarterly reports to the Synod PAC.

Approving the check batches sent by the financial administrator and approving all expenditures.

Be an authorized signature on the checking account.

Serve as the treasurer of the corporation.

Evaluation

Meet as needed with the Synod executive, financial administrator, and PAC. Meet annually with the personnel committee.

Compensation

This is an uncompensated position. If the treasurer is expected to travel, the Synod will pay for the costs of travel, lodging and meals associated with those trips.