

Presbytery of San Diego

**CHIEF FINANCIAL OFFICER/TREASURER**  
(Part-Time: 12-15 Hours)

**Position Description**

Title: Treasurer of the Presbytery of San Diego

Purpose: The Treasurer will serve as the Chief Financial Officer of the Presbytery.

Accountability and Relationship:

the CFO/Treasurer is accountable to the Presbytery through the Presbytery Council. CFO/Treasurer reports to the Chair of the Presbytery Council.

Term of Office: The CFO/Treasurer shall be elected by the Presbytery to serve a term of three years.

Salary: \$675.00 Per Month

Responsibilities:

1. Preview and sign all financial documents requiring the signature of the chief financial officer of the Presbytery or the corporation, within the policies and authorizing actions of Presbytery.
2. Assure implementation of the Presbytery's Financial Policy.
3. Perform the cash planning of the Presbytery and release vouchers according to the ability to pay.
4. Review financial reports for compliance, present data to Budget/Property and Finance Committee.
5. Present monthly financial report to Presbytery Council and advise of budget implications. Required to make financial reports to the Presbytery.
6. Perform monthly overview of the work of the Presbytery Business Administrator/Controller.
7. Maintain relationship with bank for Presbytery line of credit.
8. As an Officer of the Presbytery, is a resource on call to the Council and Budget/Property and Finance Committee.

**COMMITMENTS:**

Must be a person who demonstrates deep spirituality and an enthusiastic personal commitment to Jesus Christ.

Must have a strong commitment to the Church and to the Mission of the Presbyterian Church U.S.A.

Must have working knowledge of the resources of the Presbyterian Church U.S.A. and an ability to relate them to the needs of the Presbytery and its church as well as an understanding of the polity and procedures of the Presbyterian Church U.S.A.

**BACKGROUND AND SKILLS:**

Education commensurate with position, such as a college degree in a related field. CPA desirable.

Previous experience with budgets and financial programs, including hands-on accounting experience.

Church membership within the Presbytery. Elder designation not required but desirable.

Must have the ability to communicate effectively both written and verbally as well as an ability to make presentations.

Must have the ability to foster a climate of trust, concern, support, respect and understanding within the life of the Presbytery and ability to work with various groups.

Must demonstrate an ability to provide independent judgement in financial matters.

Experience with information systems.

Excellent people skills.

**EVALUATION:**

The CFO/Treasurer will have an annual performance evaluation. This evaluation will be conducted by the chair of the Presbytery Council in consultation with the Administrative Officer and the chair of Budget/Property and Finance Committee. The evaluation will also be reviewed by Personnel Committee.