

NCNC-UCC Treasurer Job Description

The Treasurer is an officer of the Corporation and is appointed annually by the Conference Council. The Treasurer must be an active member of a local church of the United Church of Christ.

Qualifications: accounting background, proficiency in QuickBooks, able to read and interpret financial statements including but not limited to balance sheets and audit reports.

Duties: Manage investments with the assistance of the Finance and Business Committee [FABC].

- Monitor reports from the bookkeeper.

- Prepare and monitor the annual budget

- Attend Conference Council meetings, [usually 9 per year – none in April, August or December], FABC meetings [usually preceding council meeting], Annual Gathering, Annual meeting, and others as necessary.

- Work with the Conference Minister regarding all financial matters of the Conference

- Present the budget at Annual Gathering and the preceding discernment session[s].

- Oversee the audit with the Audit and FABC Committees.

The bookkeeping, bill paying, and check writing is done by an outside firm. The Conference Minister works with the bookkeeper to make sure bills are paid and recorded and income is deposited and recorded. The Conference Minister may call on the Treasurer for support as needed. The Treasurer will review and prepare a report to FABC and Conference Council, based on the financial reports provided by the bookkeeper.

Term: One year, and not more than two consecutive terms without a break in service. Less than 6 months does not count as a term. July 1 – June 30.

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