

## Oregon Synod Treasurer Job Description

This volunteer position is accountable for the management of all monies and all financial accounts of this synod. The treasurer is responsible for the oversight and arrangement of the proper recording of all financial transactions of the synod to ensure proper handling according to both synod requirements and generally accepted accounting practices.

The treasurer is responsible for oversight of all investments of synod assets, reporting of the synod financial conditions to each regularly scheduled meeting of the Synod Council, ensuring an annual external audit is conducted, and the preparation of the annual audited financial statement for reporting to the Synod Assembly. As an officer of this synod, the treasurer is a member of the synod's Executive Committee and works under the direction and guidance of the bishop.

### **The Treasurer should:**

- Be a lay or rostered voting member of a congregation of this synod.
- Possess good knowledge of internal control practices, generally accepted accounting principles and financial reporting requirements.
- Have familiarity with budget development and budget variance monitoring.
- Should possess the ability to meet deadlines, work under pressure, and preserve confidentiality.

- Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
- Should possess knowledge of ELCA church structure.
- Comfort with online tools such as Zoom, Dropbox, Google Suite, in addition to Word and Excel.
- Committed to documentation.
- Good communication skills including timely, open, honest communication.
- A posture of curiosity and the ability to treat others with respect, even in disagreement.
- Timely response to emails, phone calls, and requests for information.

## **Term**

The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council. A full term is four years, beginning and ending on the same day as the terms of service of other Synod Council members (terms start on August 1); the treasurer may be re-elected.

## **Key Responsibilities**

1. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidence of claims and revenues, and trust funds, subject to the order of this synod.
2. Primary responsibility for developing budgets, in partnership with the Bishop, and presenting them for discussion and approval to the Synod Finance Committee, the Synod Council, and the Synod Assembly.
3. Responsibility for the investment of funds upon the authorization of the Synod Council, advised by the Synod Finance Committee.
4. In partnership with the other synods in Region 1 ELCA, utilizing the resources of, and in coordination and cooperation with the personnel of the Region 1 Center for Mission Financial Services Office:
  - a. Development or acquisition and use of accounting systems and controls for the proper recording, receipt, and acknowledgement of all income, offerings, contributions, and bequests made to this synod as well as the payment of properly authorized financial obligations of this synod.
  - b. Ensuring the monthly transmittal of the mission support received by this synod to the treasurer of the Evangelical Lutheran Church in America.

c. Ensuring the monthly transmittal of the specific mission support received by this synod from congregations for the support of specific programs like World Hunger Appeal, Lutheran Disaster Response, any special appeals, etc. to the Evangelical Lutheran Church in America.

d. Maintenance of giving records of each congregation of this synod and acknowledging the congregational gifts, at least quarterly.

e. Reporting of monthly financial reports to the bishop and at each regularly scheduled meeting of the Synod Council. Presenting at an annual meeting of the Synod Assembly a full, detailed and duly audited report of receipts and disbursements for the preceding fiscal year, together with the contributions from each congregation of the synod.

f. Submission of the annual audited financial statements to the treasurer of the Evangelical Lutheran Church in America.

5. Annually review all of the synod's insurance coverage to ensure proper coverages for exposure to liability, officer, and director errors and omissions, employee liability, and necessary surety bonds.

6. The treasurer shall be a voting member of the Synod Assembly, the Synod Council and its Executive Committee.

7. The treasurer shall be a voting member of the Synod Endowment Board, and the Custodian of Endowment Funds. The treasurer shall present financial reports to the Endowment Board at each meeting of the Board.

8. The treasurer shall act as chair, convener, and voting member of the Synod Finance Committee.

9. Meets regularly (in person or virtually) with the bishop, Synod Council, Finance Committee, and Endowment board every 1-2 months. Meets as part of the executive committee occasionally, as called upon.

10. Able to dedicate approx 25/hrs monthly to the treasurer role, including occasional weekend and evening meetings.

11. Other duties as assigned by the Synod Council or Synod Assembly