

Southeastern California Conference
JOB DESCRIPTION

TITLE:	Conference Treasurer	DATE:	October 5, 2004
DEPARTMENT:	Administration	REPORTS TO:	Conference Executive Committee
STATUS:	Full-time, exempt	RATE:	104%

SUMMARY: The Conference Treasurer directs the financial planning, management, procurement, and investment of the Conference funds and works with the Conference President and Conference Secretary in the operation of the Conference Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, budgets, develops and implements, in conjunction with the other two administrative officers, long range goals and objectives for the financial management of the conference in accordance with Executive Committee directives and Constituency guidelines.
2. Serves as the custodian and administrator for the tithe and offerings submitted by the churches.
3. Supervises and controls the administration of gifts, legacies, and bequests made to the Conference. Serves as Board Chairperson of the Property and Trust Department.
4. Draws, accepts signs, makes, endorses, negotiates, and disposes of all bills of exchange, promissory notes, checks, drafts, and orders for payment of money. Pay and receive all funds and give acquittance.
5. Approves all banking transactions such as negotiable paper, stocks, bonds and other securities.
6. Analyzes financial records to forecast future financial position and budget requirements.
7. Evaluates need for procurement of funds and investments.
8. Advises the Conference Executive Committee on investments and loans for short and long range financial plans.
9. Prepares financial reports for the Conference Executive Committee.
10. Develops policies and procedures for account collections and extension of credit to schools and churches.
11. Signs notes of indebtedness as approved by the Conference Executive Committee.
12. Arranges for an audit of the financial records of the Conference by the General Conference Auditing Service at least once each calendar year and submit an audited statement to the Executive Committee and the Constituency Session.
13. Supervises and arranges for the audit of all local church financial records.
14. Files fidelity bonds, if so required by the Executive Committee.
15. Participates with the Conference President and Conference Secretary in the planning and coordination of all Conference programs.

16. Participates in various speaking appointments such as camp meetings, weeks of prayer, preaching in churches, church dedications, ordinations, workers meetings, etc.
17. Serves on various committees for the Conference, Union and North American Division.

Audit Review Committee	Insurance & Employee Benefits Committee-Chairperson
Administrative Committee	Investment Committee-Chairperson
Administrative Officers	NAD Risk Management
Calexico Board	Pacific Union Association Board
Church Membership Committee	Pacific Union Investment Committee
Church Ministries Committee	Pacific Union Workers Comp Board and Subcommittee
Computer & Equipment Committee	Personnel Committee
Conference Executive Committee	Pine Springs Ranch Board
Credential & License Review Committee	Pine Springs Ranch Master Planning & Bldg
Department Directors	PATS Board-Chairperson
Disaster Preparedness	PATS In-House
Education Board	Stahlheber Board-Chairperson
Education In-House	

18. Exercises all powers and duties appropriate to the Office of Treasurer, consistent with the Bylaws, the direction of the Executive Committee and the will of the Constituency.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability required, physical and work environment.

Education and/or Experience

Masters degree in Finance or Business Administration or its equivalent and 5 years experience in finance is desired (a combination of education and experience may be substituted).

Language Skills

Ability to read, analyze and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write articles using original or innovative techniques or style. Ability to make effective and persuasive presentations to church congregations, church leaders, public groups and/or boards.

Mathematical/Accounting Skills

Ability to work with mathematical concepts such as probabilities and statistics. Ability to apply principles of accounting to install and/or maintain the operation of the conference accounting system. Must be knowledgeable of the reason for and the effect of various accounting procedures.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

Ministerial Credential, Ministerial License or Commissioned Ministerial Credential.

Other Skills and Abilities

Ability to relate to diverse groups of people (cultural, gender, age, etc.), and be confidential. Ability to be a team player and work in a team work environment.

Physical Demands

Frequently required to stand, walk, sit, talk and hear. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment is usually in an office, church or home setting with moderate noise level.

*** * * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**