

Episcopal Peace Fellowship

Treasurer Job Description

Position: EPF Treasurer.

Purpose: Oversee the financial activities of the organization including income and revenue, expenses and disbursements, payroll, assets and investments.

Selection: Appointed to a three year renewable term by the EPF National Executive Committee

Responsibilities and Duties

General

- Have a love of God and demonstrate a commitment to following the way of Christ.
- Be knowledgeable or obtain knowledge about church finance and accountability.
- Oversee and account for assets and liabilities, according to decisions of the National Executive Committee, in a reasonable, ethical and legal manner.

Monthly

- Oversee, as needed, records of all income, revenue, receipts, expenses, disbursements, assets and liabilities, especially documents related to loans, mortgages, investments and payroll taxes.
- Provide financial reports to the Executive Committee on operating funds, non-operating funds, and cash balances / investments.

Semi- Annually

- Attend EPF National Executive Council Meetings (typically held in Chicago, IL).
- Provide a detailed financial report for the NEC Meeting.
- Provide a summary of financial reports for the newsletter.

Annually

- Assist with the financial planning including preparation of the annual budget.

Commitment

Two weekends per year (typically in Chicago), providing your own transportation to Chicago.

Monthly- approx. 4-6 hours, including 2 scheduled conference calls. Other hours at your convenience (very early in the month).

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