**TREASURER**

(Approved by Presbytery of Hudson River’s Council: Council……date)

**Purpose:** To provide oversight for the financial activities, procedures, policies, reports and statements for the Presbytery of Hudson River (HRP) and its corporation in consultation with the Budget and Finance Committee and the Council.

**Type:** Elected by the Presbytery upon recommendation by the Council to a three-year term. This position ordinarily involves no more than five (5) hours per month in addition to Budget & Finance and Council Committee monthly meetings throughout the year.

**Accountability:** Council, through the Budget & Finance Committee

**Relationships:** Budget & Finance Committee, Council, Manager of Finance and General Presbyter.

**Responsibilities:**

1. Serve as a member of Trustees of HRP and an officer of the Corporation.
2. Serve as ex officio member of Budget & Finance
3. Work with the Manager of Finance, providing direction as needed, to ensure that all approved financial policies and procedures are followed and work is accomplished, sharing with the General Presbyter, who is Head of Staff, any concerns.
4. Recommend financial policies and procedures to ensure compliance with applicable internal controls
5. Provide an analysis of the internal financial reports to Budget & Finance Committee & Council on a not less than quarterly basis along with any appropriate counsel and commentary.
6. Oversee the annual budget development process.
7. Schedule and oversee, with the assistance of the Manager of Finance, the annual audit and review and present the final audit report to Budget & Finance and Council.
8. Review the insurance needs of HRP.
9. Coordinate the management of HRP’s investments with Presbyterian Foundation
10. Comply with any HRP, Synod or General Assembly reporting requirements.
11. Keep all matters appropriately confidential and conduct all responsibilities with appropriate discretion.
12. Assist Budget & Finance with an annual evaluation of the work of this position.

**Skills and Knowledge:** General accounting procedures; QuickBooks and computer skills; follow through; confidentiality.

**Review:** This position and person will be reviewed at least annually by HRP Council in consulatation with Budget & Finance