

**PRESBYTERY OF CHARLOTTE JOB DESCRIPTION
COMPTROLLER/TREASURER**

REPORTS TO: GENERAL PRESBYTER

RESOURCE TO: COUNCIL, ADMINISTRATION COMMITTEE

POSITION STATUS: Part-time (>20 to <30 hours per week), salaried, exempt

POSITION QUALIFICATIONS:

Education, Special Training: Bachelor's Degree, CPA desirable

Personal Characteristics/Professional Skills:

- Computer literate
- Ability to multi-task
- Detail-oriented
- Strong oral and written communication skills
- Ability to meet deadlines
- Good stewardship in use of resources

Experience: 5 to 10 years minimum in controllership/management of a small to medium sized business organization or non-profit entity

DUTIES AND RESPONSIBILITIES:

- Maintain the financial accounting records for the Presbytery and Presbytery-related institutions and agencies
- Provide oversight for financial operations and financial control systems, policies, and financial procedures of the Presbytery
- Prepare periodic financial reports for Council and Presbytery meetings
- Develop annual budget in coordination with the Administration Committee and Council
- Manage relationships with and provide information to independent auditors for the annual financial audit of the Presbytery
- Develop action plans to comply with audit findings of deficiencies or best practices
- Administer the investment accounts and restricted fund accounts of the Presbytery and certain Presbytery-related institutions and agencies
- Maintain the routine banking relationships of the Presbytery and Presbytery-related institutions and agencies
- Consult with churches and Presbytery-related institutions and agencies on requests for support, capital funds campaigns, special gifts and offerings
- Advise churches on issues of financial administration, benefits programs, and property transactions

- Provide counsel and information to program and governance committees regarding budget and financial implications of proposed activities
- Develop annual requests to the churches for mission giving and participate in the design and implementation of the stewardship program of the Presbytery, including informational reports to Council and the Presbytery
- Serves as the "Benefits Administrator" described in the Employee Handbook of the Presbytery to administer the insurance coverage programs of the Presbytery, including group or participatory programs for the churches
- Negotiate contracts for the procurement of supplies, services, and equipment used by the Presbytery
- Provide consulting advice on real estate owned by the Presbytery
- Review new Terms of Call documents for Pastor Nominating Committees as needed.
- Perform other related duties

PHYSICAL DEMANDS: Consistent with an office environment

All interested parties please send resumes and salary requirements to Edwin Shoaf at ehshoaf49@gmail.com