

MOUNTAIN STATES MENNONITE CONFERENCE
POSITION DESCRIPTION

JOB TITLE: Conference Treasurer

REPORTS TO: Conference Minister

POSITION STATUS: Paid Staff

QUALIFICATIONS:

- Working knowledge of income and expenses
- Experience with developing and maintaining a budget
- A visionary
- Understanding of the purpose and vision of the Mountain States Mennonite Conference
- Ability to communicate in writing and in front of constituent groups
- Works well with others
- Able to attend Leadership Board meetings
- An active member of a MSMC congregation

DUTIES:

1. Responsible to see that all funds of the conference are deposited in a bank or other financial institution as directed by the Leadership Board and Stewardship Council
2. Oversees the accounting procedures of the conference, especially categories and allocations to various accounts
3. Monitors all income and expenses of the conference
4. Works with the Conference Minister and the Leadership Board & Stewardship Council in establishing and applying yearly expense and spending guidelines
5. Generates quarterly, financial reports for the Leadership Board & Stewardship Council
6. Keeps an accurate record of each congregation's giving and reports to them periodically, perhaps quarterly, or as needed
7. Works with the Conference Minister, Moderator and Moderator-Elect in developing a yearly budget to be presented to the Leadership Board & Stewardship Council prior to the annual meeting or at such time as determined by the Leadership Board
8. Provide written and verbal communication to churches in the conference regarding the financial impact of congregational pledges on the overall program of the conference
9. Collaborates with the Conference Minister and/or selected others in developing a sustainable financial base for the conference
10. Is a signer on the conference bank accounts
11. Work with the Moderator to schedule an annual audit
12. Is a non-voting member of the Leadership Board