

Presbytery Treasurer Search

After three years of dedication and service, Presbytery Treasurer Jim Francis has elected not to run for a second term as treasurer. With celebration and gratitude, Denver Presbytery acknowledges Jim's gifts to us throughout his term. The Council has appointed a Treasurer Nominating Committee to find our next Presbytery Treasurer. The Treasurer Nominating Committee hopes to bring a nomination to the August Presbytery Assembly.

Qualifications and Requirements:

This is a volunteer position without compensation, but one that requires expertise. Applicants should have a professional accounting or finance background. According to the bylaws of the Presbytery of Denver, the treasurer will be a minister member of Denver Presbytery or an elder of a member congregation of the Presbytery. An elder candidate needs to be an active member of their congregation and a minister candidate must be an active member of the presbytery.

Time Commitment:

The term of office will be for three years at which time the treasurer will be eligible for reelection. In addition to the time commitment for the annual presbytery audit, the treasurer will have ongoing monthly commitments supporting and reporting to both Council and the Property and Finance Work Group. It is estimated the position will require approximately 15 hours per month. The treasurer will also report at each presbytery assembly.

Application:

Individuals interested in the position of treasurer should submit a summary resume to Judy Franconi at judy@denpres.org by June 23rd. Three references are also requested, one of which should be from an elder's pastor or if a minister member, a reference from another minister member.

Questions:

If you would like more information about the position or clarification about the application process, please feel free to contact one of the following Treasurer Nominating Committee members:

Janet Ballantyne, Chair
303.838.1240
2ndvenery@whispertel.net

Mark Bertrand
303.931.7691
Marktax@live.com

Julia Henderson
303.255.9870
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THE PRESBYTERY OF DENVER

Presbytery Treasurer

Job Description

In accordance with the bylaws of the Presbytery of Denver, the Treasurer serves as an ex-official member of Presbytery Council with voice but no vote and is accountable to the Presbytery through the Council for the implementation of duties and responsibilities assigned to the office. The Treasurer shall be bonded at the expense of the Presbytery. The Treasurer shall serve as the treasurer of the Corporation of the Presbytery of Denver, Presbyterian Church (USA).

Responsibilities

1. Work with the Business and Property manager to review and analyze monthly financial statements on all accounts, review journal entries, and oversee and approve the preparation of Federal, State and Local tax filings related to the Presbytery of Denver.
2. Present and explain financial results and financial condition of Presbytery to the Assembly and Council on a regular basis. Support and advise the Finance and Property workgroup, including attendance at regular monthly meetings.
3. Monitor member church per capita and mission payments to assure that there is regular communication and follow-up by Presbytery.
4. Develop and maintain effective banking relationships.
5. Assist in the preparation of the annual budget.
6. Monitor investments, loans and obligations of the Presbytery.
7. Monitor monthly cash requirements to assure appropriate flow.
8. Monitor Presbytery guarantor functions.
9. Provide consultation services to the Presbytery and its churches.
10. Any other specific tasks assigned by Council.

May 21, 2010

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