

UUCSC TREASURER JOB DESCRIPTION

1. The Treasurer is responsible for managing the congregational fiscal records and execution of necessary expenditures and financial reports as needed for conduct of all Congregational affairs. The Treasurer provides oversight of all financial activity.

2. The Treasurer maintains the financial records of the Congregation and reports the status to the Finance Committee and Board at their monthly meeting. The Treasurer is also a member of the Finance Committee, and attends monthly meetings. The Treasurer prepares the year end reporting in Quickbooks with the accounting firm (in preparation of Annual 990 and/or Audit); this report goes to the bank holding our mortgage on the Lily Pads property.

3. A payroll service manages compensation for all UUCSC employees, in addition to W2 forms, 1099 forms, and Quarterly 941 filings. The treasurer monitors this service for accuracy and approves monthly payroll on the 10th of every month with checks sent out on the 15th of each month. The Treasurer gathers the data needed to set up new employees based on the contracts submitted and approved by the Personnel Committee.

4. The Treasurer and the Finance Committee Chair work with the Finance Committee on the development of a proposed budget for presentation to the Board and Congregation.

5. The Treasurer, assisted by the Collector and the Disbursing Agent, keeps spreadsheets showing the detail of receipts, deposits, and expenditures that are reported to the Finance Committee and Board on a monthly basis. An annual report is presented to the Congregation at the UUCSC Annual Meeting.

6. Due to the number of hours required to complete the tasks of the Treasurer, key functions of fund collection and disbursement have been split between a Collections Agent and a Disbursing Agent (and/or Office Administrator) :

COLLECTIONS AGENT: Responsible for collecting the funds each Sunday after services and creating a Quicken record and Excel sheet of each deposit. Deposit receipts to bank each week. The collections agent also maintains a complete record of all pledges and works with the Finance Committee Chair to report total pledges for the year to each member. A 2 signature form is used to record all collections on Sundays. All collections are double counted and placed in the safe, or delivered to the collections agent by Monday night following the service.

DISPERSING AGENT: Responsible for inputting all expenses into Quick Books; keeps the checkbook and pays the bills for the congregation. One of the three members of the Finance committee who are signatories on the account reviews the checks and signs checks.

Approved by the Treasurer and Finance Committee – February 2019