

SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB DESCRIPTION

Title of Position: **TREASURER**

Position Summary:

The Treasurer of the Southern California Conference of Seventh-day Adventist shall serve as one of the senior officers of the conference and supervise and direct, in counsel with the president, the financial affairs of all aspects of the church within the conference.

Duties and Responsibilities:

1. Be responsible for all conference funds and disburse them in harmony with denominational policies and actions of the Executive Committee.
2. Keep the president informed regarding all financial interests, including those relating to conference institutions.
3. Prepare an annual operating budget in counsel with the senior officers.
4. Oversee the work of the undertreasurer and accounting department: payroll, accounts receivable, accounts payable, receipting, and data processing.
5. Be responsible for the preparation of monthly statements and material for the annual audit committee. Make and file in the principal office of this conference an annual financial statement and other financial reports as may be required.
6. Affix the signature of this conference to all papers and instruments, in writing, that may require the same.
7. Serve as conference officer liaison and board member of Western Adventist Foundation.
8. Oversee the following: auditing, personnel/risk management/health care and office services.
9. Fulfill special assignments at the request of the president or the Executive Committee.
10. Serve as a member or chair committees and boards as requested by Executive Committee.
11. Serve as office manager and responsible for the maintenance of the conference office building.
12. Provide a written report to the delegates of the regular conference constituency session.
13. Preside at Executive Committee meetings in the absence of the president and secretary

Qualifications:

1. Must have training and experience in accounting and finance.
2. Must have a working knowledge of denominational polices, financial structure, and operation.
3. Must demonstrate leadership capabilities.
4. Must have sensitivity to the needs of people, churches, schools, and the mission of the church.