

THE PRESBYTERY OF LONG ISLAND

POSITION DESCRIPTION

Approved April 16, 2013

I. TITLE

Financial Secretary/Bookkeeper
[hereinafter Bookkeeper]

II. PURPOSE

The Bookkeeper shall provide bookkeeping services, conduct the receipt of contributions and income, and enable budget development for the Presbytery.

III. ACCOUNTABILITY

The Bookkeeper is accountable to the Treasurer for financial responsibilities and to the General Presbyter/Stated Clerk [hereinafter GP/SC] as a member of the Presbytery staff. Administrative supervision is provided by the GP/SC. Supervision of financial matters is provided by the Treasurer.

IV. RESPONSIBILITIES

1. Carry out the functions of the Financial Secretary:
 - a. Handle all receipts for the Presbytery, including those for its unit projects and special events.
 - b. Maintain per capita collection and records.
 - c. Serve as administrator for the Presbytery mission funding receiving center.
2. Carry out the functions of the Bookkeeper:
 - a. Create and maintain the accounting files and establish the account structure using computer software.
 - b. Record original entries through to the ledger postings.
 - c. Maintain checkbook, both deposits and the recording of disbursements made by the Treasurer.
 - d. Compile and research statistical data on congregations and the Presbytery.
 - e. Service budget requests for Presbytery units and projects, and prepare appropriate materials for budgeting purposes.
 - f. Prepare appropriate materials for and be available to the auditors at the annual audit of the Presbytery.

- g. Execute other bookkeeping/accounting tasks or fiscal administrative duties as assigned by the Treasurer or by the GP/SC.
 3. Cooperate with the Office Admin. and other staff in executing office operations.
 4. Create and maintain a written protocol for the financial recordkeeping and the bookkeeping system, including computer and internet user names and passwords. This protocol shall be held in the custody of the GP/SC with access available to the Treasurer and the Bookkeeper.

V. RELATIONSHIPS

1. The Bookkeeper serves the Presbytery as a member of the staff team which is supervised by the GP/SC.
2. The Bookkeeper works closely with the Treasurer.
3. The Bookkeeper maintains relationships with church treasurers regarding their payments to the Presbytery and their operational questions.

VI. TERMS

1. The position of Bookkeeper is a part-time position, presently at two and a half days (20 hours) per week. The work schedule shall be determined in consultation with the Treasurer and the GP/SC. The position is classified as non-exempt.
2. The Bookkeeper's work performance shall be reviewed and evaluated annually. The review shall be conducted by the GP/SC and the Shepherding Council through its Personnel Committee.
3. The Personnel Committee of the Shepherding Council shall recommend proposals for salary, benefits, and expenses annually to the Shepherding Council.
4. In all matters regarding this position, the Personnel Committee shall be guided by the Presbytery's Personnel Policy.