

**TREASURER
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION**

ACCOUNTABILITY: The Treasurer is accountable to the Presbytery through the Head of Staff to the Leadership Cabinet and its Personnel Subgroup. In the absence of a General Presbyter, the Corporate President will serve as Head of Staff.

PURPOSE: The Treasurer is to provide all normal “treasurer” services in support of the Presbytery of Yellowstone and its mission. The Treasurer is the interface to an outside accounting firm that processes payroll and provides monthly financial statements. A stipend is paid monthly.

HOURS: This is a part-time position with flexible hours; some months may require more time than others.

PAY: This position receives a monthly stipend. The annual budgeted amount for this position, as of 2026, is a yearly salary of \$3600 with an additional \$800 for approved job specific travel.

PRINCIPAL RESPONSIBILITIES:

1. To keep careful records of the funds received and disbursed by the Presbytery.
2. To audit and pay such vouchers and bills as are properly presented.
3. To keep accurate records of gifts, pledges, and stock conversions.
4. To report financial activities to the Leadership Cabinet monthly and to the Presbytery on a quarterly basis.
5. To invest Presbytery funds as authorized by the Leadership Cabinet.
6. To notify Leadership Cabinet of delinquent per capita payments and receipts of those funds.
7. To serve as an *ex officio* member of Leadership Cabinet and attend monthly meetings.
8. To work closely with the Head of Staff and the Leadership Cabinet and serve as a resource for managing and establishing budget recommendations.
9. To assist in the development of and participate in an annual review of the Presbytery fiscal policy.
10. To make an annual report of financial operations of the Presbytery which shall be reviewed by the Financial Review Task Force appointed by the Leadership Cabinet.
11. To attend Stated Presbytery meetings as a staff resource.
12. To serve as the Corporate Treasurer of the Presbytery.

EVALUATION: The Personnel Committee of the Leadership Cabinet will conduct a six-month probationary review, and at least annual reviews thereafter, and evaluation of the incumbent. The focus of these reviews/evaluations will be on the accomplishment of the position’s principal responsibilities and the quality of the incumbent’s performance.

REQUIREMENTS:

1. The person shall be a member of and regularly active in one of the churches of the Presbytery of Yellowstone. A ruling elder is preferred.
2. The person shall be guided by and supportive of the vision of the Presbytery of Yellowstone.
3. The person shall be willing to learn how a presbytery operates, the administration, operations, and programs. Preference will be given to an active participant of the Presbytery. Knowledge of the mission, connectional nature and relational culture is preferred.
4. The person shall have previous experience of treasurer duties, though these could be “transferrable” skills from another financial position. This includes interpretation of financial statements, attention to detail, clerical / numerical abilities, and budget preparation.
5. This position requires basic computer skills, such as email, report writing and pdf documentation, and the ability to learn new software.
6. This position requires access to the internet, and ability to work remotely.
7. This position requires confidentiality and interpersonal skills to work with diverse persons and committees.

MODE OF HIRING AND TERMS: This position is hired by the Leadership Cabinet. The Personnel Subcommittee will be responsible for reviewing applications, conducting interviews, and making a recommendation to the LC.

The Treasurer is a non-elected position of the Presbytery of Yellowstone; therefore, no term limits apply. The probationary period is one year. The requested notification of termination for this position is three months, not the traditional two weeks.

May 25, 2026