

All Souls Unitarian Universalist Church of Kansas City  
Job Descriptions: Treasurer and Assistant Treasurer  
January 2016

Treasurer: The Treasurer is the CFO of All Souls. The Treasurer has access to the bank accounts but does not have access to the financial records (i.e. QuickBooks).

Treasurer responsibilities include:

- As needed (estimated 2-3 hours per week)
  - Review invoices to be paid (including cost coding) and sign checks
  - Perform bank transfers and download automatic bank transactions to QuickBooks
  - Review cash flow and anticipate periods when temporary loan from Endowment might be necessary. Inform Board of Trustees of such periods and initiate loan and repayment.
- Monthly (estimated 4 hours per month)
  - Monthly reporting to the Board of Trustees and congregation
  - Monthly Finance Committee meetings
  - Board meetings (full board and Administrative Comm)
- Quarterly (estimated 1 hour per quarter)
  - Serve as a member of Endowment Fund and attend quarterly meetings
- Annually
  - Participate in annual budget development
- Periodically
  - Oversee finance policy review and development
  - Be Familiar with policies, procedures, by-laws, constitution
  - Acknowledge donor gifts

Assistant Treasurer: The Assistant Treasurer is the controller of All Souls. The Assistant Treasurer does not have access to the bank accounts but does have access to the financial records (i.e. QuickBooks).

The responsibilities of the Assistant Treasurer include:

- Monthly (estimated 3-4 hours per month)

- Perform reconciliation of bank and brokerage account(s) in QuickBooks.
  - Reconcile any inter-entity balances between All Souls church and endowment (i.e. Capital Campaign loan)
  - Ensure that monthly financial statements are posted to All Souls website
  - Review payroll reports
  - Review monthly financial statements and work with Alice to adjust any discrepancies
- Quarterly (estimated 1 hour)
    - Ensure that quarterly detail reports are generated and distributed to responsible staff and committee heads (i.e. Kendyl, Diana, Anthony for Music, Judith for RE, facilities chair, etc.)
  - Annually (estimated 4 hours)
    - Work with staff on annual budget preparation
  - Chair Finance Committee (estimated 2 hours per month)
    - Schedule Finance Committee meetings as needed
    - Develop agenda and lead meetings
  - Assist Treasurer as needed