

Geneva Fellowship Treasurer Position Description 2020

Geneva House Mission

Be an incredible community where people experience Jesus and his transformation in their lives.

Job Summary

The treasurer of the Geneva Fellowship Committee is responsible to receive and disburse all funds received into the ministry treasury in a responsible and organized manner with funds identified and bills paid when due, so that the ministry can be effective in achieving its mission.

Ministry Responsibilities

The treasurer is responsible for the following tasks:

1. Collect and disburse all money contributed to the ministry in a timely fashion with accurate financial records.
2. Prepare accurate monthly financial reports for the GFC indicating the financing well-being of the ministry.
3. Prepare donation receipts for distribution by the end of January.
4. Ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
5. Ensure that all ministry property is appropriately covered by insurance for casualty and liability losses.
6. Work according to the guidelines established by the Geneva Fellowship Committee.

Accountability

1. The treasurer is responsible to the Geneva Fellowship Committee through monthly reports and the day to day supervision of the campus minister.
2. The treasurer will serve as an ex-officio member of the GFC.
3. The position is intended to be 15 hours per month, with the understanding that some periods will be more intensive than others.
4. This position is offered on a 1 year contract, and is renewable based on an agreeable performance evaluation.
5. Remuneration will be determined by the GFC.