

Treasurer volunteer position for PNNE

Contact Elder Jeanine Cunningham

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Serve as chief financial officer of the Presbytery.

Oversee the bookkeeping activities of the Bookkeeping and Payroll contractor.

Review the month-end reports and other reports generated for use by the Leadership Commission and Presbytery.

Approve payments for expenditures except for recurring periodic payments to exempt employees and approved vendors such as a payroll service.

Authorize the bookkeeper to sign checks in an amount over \$2,500.

Participate in the Leadership Commission Executive Committee meetings.

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Report quarterly to the Presbytery.

Financial responsibilities managed by others:

Payroll is managed by an outside contractor, including quarterly taxes and all filing requirements.

Regular bookkeeping is managed by an outside contractor.

All investment decisions, Per Capita and General Mission payments are managed by the Leadership Commission.