

REVISED Position Description for ELCA-Southeastern Synod Treasurer
(Effective September 1, 2019)

Position: Treasurer of the Southeastern Synod of the ELCA. May be lay or clergy. Must be a voting member of a Synod congregation. Elected by the Synod Assembly for a four-year term. May be re-elected, but may not serve more than eight years, whether consecutive or not.

Primary Responsibilities: Accountable for the Synod’s financial policies and management of the Synod’s financial resources, as set forth in section S8.42 of the Synod Constitution.

Accountable to: Synod Council and Synod Assembly

Primary Functions:

1. Serves as an officer of the Synod
2. Serves as a member of the Synod Council and the Executive Committee
3. Serves as an ex-officio member of the Budget and Finance Committee
4. Serves as Treasurer of the Southeastern Lutheran Holding Corporation
5. Works with the Audit Committee to arrange the annual audit of the Synod’s financial statements; serves as a primary liaison with the audit firm
- ~~6. Serves as an accounting consultant to synod staff and works with synod staff to produce monthly financial reports~~
- ~~7. Submits synod payroll monthly for processing by payroll vendor~~
- ~~8. Reconciles all bank and investment statements monthly~~
- ~~9. Implements approved investment policies~~
6. Consults with synod staff and outside vendors to assure that normal accounting and treasury functions are conducted in an accurate, timely manner with appropriate attention given to internal control considerations
7. Presents reports to the Synod Council and Synod Assembly; interprets financial statements and policies for the Synod Council
8. Works with the Budget and Finance Committee to monitor Synod financial status, compliance with financial and investment policies, selection of financial staff and vendors, etc. Consults on financial matters, recommends policy changes as necessary, and performs other functions as requested by the Synod Council.
9. Serves as liaison with the ELCA Office of the Treasurer

BACKGROUND CHECK REQUIREMENT

Provision †S9.12 of the Southeastern Synod’s constitution states, “**Background checks and screening shall be required and completed for persons nominated as synodical officers prior to their election, if possible, or as soon as practical after their election. The specific procedures and timing of background checks and screening shall be determined by the Synod Council.**” NOTE: Both criminal and credit checks will be done for candidates for the Office of Treasurer.