



SYNOD TREASURER DESCRIPTION.

Term: 4-year term and may be re-elected. Election occurs at Synod Assembly.

Commitment: Attend all Synod Council, Executive, and Endowment Committee meetings, along with Synod Assembly.

Qualifications:

- a. Must be a lay or rostered voting member of a congregation of this synod.
- b. Should possess good knowledge of internal control practices and generally accepted accounting principles and financial reporting requirements. A CPA is desirable.
- c. Should have familiarity with development and budget variance monitoring.
- d. Should possess the ability to meet deadlines, work under pressure, and preserve confidentiality.
- e. Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
- f. Should possess knowledge of ELCA church structure.

This volunteer position is accountable for the management of monies and all financial accounts of this synod. The treasurer is responsible for the oversight and arrangement for the proper recording of all financial transactions of the synod to ensure proper handling according to both synod requirements and generally accepted accounting principles. The treasurer is responsible for oversight of all investments of synod assets, reporting of the synod financial conditions to each regularly scheduled meeting of the Synod Council, ensuring an annual external audit is conducted, and the preparation of the annual audited financial statement for reporting to the Synod Assembly. As an officer of this synod, the treasurer is a member of the synod's Executive Committee. The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council.

S8.42. The treasurer shall provide and be accountable for:

- a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidence of claims and revenues, and trust funds, always holding the same subject to the order of this synod.
- b. Investment of funds upon the authorization of the Synod Council.
- c. Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by this synod for the general work of this church as well as any funds to support restricted programs of this church.
- d. Maintenance of a regular account with each congregation of this synod and informing the congregation, at least quarterly, of the status of this account.
- e. Rendering at each regular meeting of the Synod assembly a full, detailed, and duly audited report of receipts and disbursements in the several accounts of this synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations.
- f. Giving of corporate surety in the amount determined by the Synod Council, which shall be in the custody of the secretary, and the premium therefore shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.
- g. Treasurer of the Synod Endowment Committee and serve as a member of the Management & Mission Committee of the Synod Council.