**Job Description**

**Job Title:** Finance Committee

**Reports to:** Finance Elder

**Consists of:** Committee Chairman, Finance Elder, Treasurer, Book Keeper and Typically two other Members.

**General Summary:**  To oversee and manage the financial affairs of the Church to include accounting, finance, Banking, Insurance, etc.

**Primary Responsibilities:**

1. Oversee the counting and recording of collections.
2. Oversee and audit the electronic Church accounting system.
3. Working with committees develop and monitor the Annual Budget
4. Review the Church financials monthly and send reports to Session and the congregation.
5. General Church Banking to include checking, saving, loans, mortgages, credit cards, charge accounts, etc.
6. Interface with Loan officer overseeing Mortgages and other loans
7. Oversee Church Insurance to Include comprehensive, workman compensation, etc. Interface with the appropriate agents, brokers, etc.
8. Interface with Presbytery Grant to include reporting and record keeping
9. Oversee all financial and insurance record keeping.
10. Review all contracts, service agreements, loans, non-budgeted request, fund raising request etc. and make recommendation to session for disposition.
11. Make recommendation to session concerning wage and salary compensation. These items should be included in the annual budget.
12. Capital Campaign -Planning, implementation, monitoring, reporting, etc. Requires session approval.

*Note - The above responsibilities are intended to describe the general nature and level of the work being performed by the committee. They are not intended to be an exhaustive list of all duties and responsibilities.*

**Other:**

1. The Committee typically meets each month; however, it can meet as needed.
2. A written monthly report must be submitted to Committee Elder prior to each monthly session meeting. The Committee Chairman has overall responsible for preparing this report per PROC-103.

**Minimum Qualifications (this section is optional):**

* Must be an Active Member of the Church
* Business experience – i.e. Accounting, finance, management, etc.is helpful.
* A deeply commitment to service and a willingness to put in the time required.
* Willingness to work as part of a team by communicating with and supporting/encouraging other staff and volunteers.
* Good computer skills to include Microsoft office, especially Excel and Word is helpful.
* Planning and budgeting experience is helpful
* Experience using a computer base accounting system is helpful.