

**Treasurer  
Board Member**  
Greenville Unitarian Universalist Fellowship  
1135 State Park Road • Greenville, SC 29609

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**MISSION STATEMENT:**

To facilitate mechanics of money management for the fellowship.

**QUALIFICATIONS:**

Basic bookkeeping skills, good frustration tolerance and ability to organize.

**OVERALL RESPONSIBILITIES:**

To receive and distribute funds and to assist in keeping books and other financial records of the fellowship.

**FUNCTIONS:**

1. To supervise and provide back up to the Administrative Assistant in preparation of deposit summaries, entering income and expenses on the general ledger, making bank deposits, and writing checks.
2. To receive Sunday collection from ushers and verify that the cash has been counted and reported with dual signatures on the collection form.
3. To combine the week's receipts from building use, fund raisers, contributions and other sources. To code all checks for operating fund or capital fund with general ledger number.
4. To secure all receipts in safe for Administrative Assistant.
5. To verify deposit receipt versus deposit summary and collection form.
6. To spot check pledge statement versus deposit summary on periodic basis.
7. To receive receipts and invoices, to verify signatures and codes for Operating and Capital Fund with general ledger number. To have Administrative Assistant process them each week.
8. To review checks prepared by Administrative Assistant versus general ledger and to sign checks.
9. To reconcile statements from checking account, money market account, and mutual funds versus the general ledger and deposit summaries.
10. To prepare monthly financial statement making sure all financial activity is included and assets and liabilities are balanced (include monthly interest in checking and money market accounts, and quarterly interest in mutual funds).
11. To verify that payroll checks are drawn correctly according to schedule, prepare employee forms and deposit monthly payroll taxes. To file quarterly reports to the IRS and state tax commission and employees.
12. To monitor cash flow in checking account and to report unusual activities to CFO.
13. To attend Board meetings absence of CFO. Present the financial statements and answer questions.

**HUMAN RESOURCES:**

Administrative Assistant

**OTHER RESOURCES:**

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Chief Financial Officer  
Committee Members