

Treasurer of the Ohio Mission Region Council

Reports To

The treasurer will report to the members of the Ohio Mission Region Council and keep member congregations up to date on the financial status of the Ohio Mission Region accounts and budget at the annual convocation.

Job Overview

The treasurer manages all funds sent to the Ohio Mission Region and spent by the Ohio Mission Region. Additionally, the treasurer monitors the current spending and income to ensure it aligns with the approved budget for the current year.

Responsibilities and Duties

- Deposit & record all monies received into the bank account for the OMR.
- Pay and record all bills and reimbursement associated with the activities of the OMR
- Reconcile the monthly bank statement to checking account ledger of the OMR
- Prepare all periodic and annual Financial Statements for all business meetings of the OMR including but not limited to
 - Balance Sheet
 - Income Statement
 - Annual Budget for each calendar year
- Manage income and expenses for all special events such as the Annual Convocation, Special Celebration(s) or Special Ministry events sponsored and hosted by the OMR.
- Present the financial reports at all business meetings associated with the OMR
- Update all business records and tax records, as needed, for the activities of the OMR
- Provide all correspondences, as needed, associated with the Treasurers' responsibilities and the financial activities of the OMR.
- Attend all business meetings of the OMR, whenever possible, to deliver and present the financial reports of the OMR and assist with the counting and depositing of receipts and special offerings associated with special events sponsored and hosted by the OMR.
- Maintain all financial records in an orderly manner including cash receipts records, cash disbursement records, bank statements and related correspondence for each respective calendar year.

Qualifications

- Familiarity with Office applications such as Word and Excel or their equivalents.
- Familiar with email and similar communication tools.
- Ability to listen to explain financial reports in a manner others can understand easily.
- Ability to attend the OMR Council meetings.
- Patience and a commitment to serving God while serving others.