

**CENTRAL NEW YORK BAPTIST ASSOCIATION**  
**Job Description**

**Title:** Treasurer

Page 1 of 1

**Job Description Number:** JD 2-5-2

**Date Adopted:** 15 October 2011

**Effective Date:** 15 October 2011

**Reports to:** Executive Board

**General Description:** Be a guardian of the funds of the association.

**Term:** Indefinite

**Duties:**

1. Support and promote the ministries of the association.
2. Deposit and dispense all funds received by the association, keeping accurate records of such transactions.
3. Sign necessary documents as Treasurer of the Corporation.
4. Serve as one of two persons authorized to sign checks and withdrawals in behalf of the association.
5. Provide monthly written reports of the financial activity of the association.
6. Serve on the Executive Board and the Leadership Team.
7. Distribute funds in behalf of the association, using a disbursement request system approved by the Association.

**Employment Status:** Part Time

