

Born Again Emmaus Community  
Qualifications and Responsibilities

## Community Treasurer

(An appointed, one-year term to be held by an elected, voting member of the Community Board. Option to extend tenure additional year(s) if individual continues to hold an elected position and the Board approves.)

March 2019

### Qualifications:

1. Be active in an Emmaus Reunion Group
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings
3. Attend Board Training annually.
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL.
5. Protect the intent and integrity of the Emmaus Movement and Model.

### Qualifications:

1. Attend all Board meetings to present and support financial reports. Record and follow any motions relating to disbursement, deposit or accounting of funds.
2. Supply the financials after the close of each month.
3. Responsible for the Born Again Emmaus Community checking account at Texas Heritage Bank in Boerne, Texas.
  - a. Keep bank paperwork up-to-date so account signers are current.
  - b. Ensure two signers on every check written.
  - c. Ensure that a minimum of three Board officers are on the account signature card
  - d. Balance checking account monthly and resolve any issues.
  - e. Communicate account balance information to Assistant Lay Director.
  - f. File all monthly reports, bank statements, deposit receipts and bills in the Treasurer's notebook.
4. Collect and account for all monies that come in. Monies are received from Gatherings, Candlelights and Walk fees. There may also be monies received for special offerings and private donations.
  - a. Recruit two Community members to collect and count offerings.
  - b. Deposit funds as soon as practical.
  - c. Keep running record of financial status (currently an Excel spreadsheet).
  - d. Ensure donations are credited to the proper Account on the spreadsheet.
5. Responsible to pay all Community bills.
  - a. Receive all bills and validate the amount and reason.
  - b. Pay all bills in a timely manner via check, debit card or EFT. All debit and eft payments should be approved in writing by two account signers prior to processing.
  - c. Record transactions, including all payment details, on the spreadsheet.
  - d. Ensure the payments are posted to the proper Account on the spreadsheet.
6. Close the financials after each Walk.
  - a. Ensure the Omega Center bill is accurate and paid in a timely manner.
  - b. Ensure that all deposits and payments for each Walk are properly recorded to that Walk.
  - c. Analyze each Walk and prepare to report to the Board the financial result of it.
7. Provide balanced Annual Report to the Born Again Emmaus Board within 15 days of year end.
  - a. Utilize spreadsheets to provide income, expenditures and year-end balances using a calendar fiscal year.
  - b. Answer questions relating to financials.
  - c. Prepare the information required by First United Methodist Church.
  - d. Be prepared to provide all documents and reports to the Audit Committee. Also, be available to respond to any queries from the Audit Committee.
8. Maintain Born Again Community historical financial records.
9. Check the Born Again Community Post Office Box located at the Boerne Post Office on a regular basis.