Prairie Circle Unitarian Universalist Congregation

Finance Committee Chair

Job Description

Finance Chair is typically filled by the PCUUC Treasurer, a position which is voted on during the Annual Meeting by PCUUC members.

Be responsible for budgeting, pledge record keeping, bookkeeping, and finance

Manage financial resources

Work with all standing committees of the congregation to develop a budget

Monitor the congregation's income, expenses, and pledge payments

Arrange for an annual audit or review of the financial records by an independent accountant or financial agency.

Take responsibility for securing property and liability insurance for congregational facilities.

Manage the congregation’s bank and investment accounts

Produce appropriate financial reports for the congregation and the Board of Trustees

Make payroll and other payments to PCUUC staff and vendors

Hold regular meetings to uphold the functions of the Finance Committee