

Rancho Murieta Community Church
Governing Board – Assistant Treasurer

The Assistant Treasurer is an officer of the Governing Board of Rancho Murieta Community Church. This position is held by an active member of Rancho Murieta Community Church for at least one year. The Assistant Treasurer is elected at the annual meeting held in November of each year, assumes the position on the first day of January, and holds this position for one year. The position of Assistant Treasurer may be held up to three years.

The Assistant Treasurer also serves as the Deacon and Deaconess Representative to the Governing Board.

Responsibilities:

- Oversee the counting of all monies and appropriate record-keeping of all receipts
- May assist with donor receipts
- Assist the Assistant Treasurer and the staff member charged with oversight of finances in their work
- Maintain awareness of the church's financial picture and financial statements
- Give Deacon and Deaconess reports to the Board

Requirements:

- Commitment to the mission, vision, values, and strategy of Rancho Murieta Community Church
- Foster a positive working relationship with other board members, church staff, and particularly with the Lead Pastor
- Strong competencies in financial management or bookkeeping
- Must be organized and demonstrate great attention to detail
- Must be committed to the confidentiality of all donations and financial information
- Regular attendance at bi-monthly board meetings and annual business meeting