

Job Description of Finance Elder

1. Oversee the finance of the church and prepare consolidated church annual budget;
2. Assume the general duties as Officer of the Church and work closely with the Chairman (Senior Pastor), Vice-chairman (to be elected among elders) and Secretary Elder;
3. Approve expenditures of all ministries;
4. Keep personnel files and staff leave records;
5. Administer "Suggestion Box" jointly with the Secretary Elder;
6. Be an authorized signatory of the church's bank accounts;
7. Develop church wide financial policy in consultation with the Elders Board and input from the Deacons Board;
8. Be responsible for external financial reporting and compliance with governmental regulatory requirements;
9. Coordinate and co-operate with Church Auditor for the conduct of an audit of the books of account and the preparation of financial statements of the church;
10. Guide and supervise accounting clerk to perform his duties as assigned by the Elders' Board including but not limited to:
 - a. Coordinate the work of the offering count team;
 - b. Centralize processing of expenses and issuance of cheques for signature;
 - c. Prepare payroll and other tax and government returns;
 - d. Oversee filing for Finance Department;
 - e. Submit monthly reports to Elders Board/Deacons Boards; and
 - f. Provide weekly statistics to Office Administrator for bulletin purposes.
11. Develop accounting system and documentations to meet the need of financial reporting;
12. Compile and implement departmental operation policies and guidelines;
13. Submit annual report and monthly ministry reports to the Elders' Board.
14. Attend Elders' Board and Deacons' Board prayer meetings and congregational prayer meetings;
15. Attend General and Special Annual Meetings, Elders' Board meetings and any dialogue or special meetings held by the Elders' Board;
16. Participate actively in teaching of bible school or in discipleship training or in leading fellowship or in local evangelism or in the caring for the needs of the congregation; and
17. Assume general duties as Elder to provide spiritual leadership to the entire church and to serve the needs of all the three congregations jointly and corporately with other members of the Elders' Board.

Qualifications of Finance Elder:

In addition to the basic requirement as prescribed in I Timothy 3:1-13, Titus 1:5-9, and By-law 1 of Article #VIII and other general requirements set out for eldership, he should have a good understanding of the spiritual aspects of financial stewardship and the operational needs of the ministry, as well as good financial knowledge, analytical and communication skills and commitment to confidentiality.