Kairos Prison Ministry International, Inc.

2026 Edition

Financial Job Descriptions

This document is connected to the Financial Policies and Practices

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JOB DESCRIPTIONS

a. State Chapter Treasurer

a. Receive funds, which include checks and currency, from any source.
b. Deposit funds in the bank.
c. Provide a copy of the Cash Receipt Log, deposit receipt and copies of redacted deposited checks from the bank to the State Financial Secretary.
d. Maintain a supply of deposit slips (if needed), Wells Fargo deposit only card (if appropriate), and rubber endorsement stamps for the State bank account. Provide for secure, locked storage of same.
e. Keep Check register up to date to ensure adequate funds are available for check writing.
f. Review monthly bank reconciliation prepared by State Financial Secretary.
g. Provide a supply of deposit slips (if needed), Wells Fargo deposit only card (if appropriate), and an endorsement stamp to each Advisory Council Treasurer, and to the person designated as Counter 2 for the State Chapter Committee PO Box.
h. When a Post Office Box or other mailing address is maintained by the State Chapter Committee, appoint two persons to retrieve the mail and count any cash received. The State Treasurer may be one of the appointees.
    1. Designate one person as Counter 1 who will retrieve the mail at regular intervals commensurate with the volume of mail.
    2. Designate a second person as Counter 2 who will help count and document any funds received.
i. Upon receipt of disbursement authorization from the State Financial Secretary, make payment as soon as possible after receipt and within 10 days of receiving. When payment has been made, return a signed copy of the check(s) and the supporting documentation to the State Financial Secretary, noting on the documentation when the check was mailed.
j. Once approved by the Financial Secretary, the Treasurer makes inter-ministry payments and informs the Financial Secretary of the date and amount of payment.
k. Oversee and provide training advice to the Advisory Council Treasurers.
l. Manage banking relationship and coordinate bank with Controller. Ensure proper signatures on bank account.
m. If the State uses the QuickBooks-formatted blank checks, the Treasurer manages and protects the check stock. Checks can only be written by the Treasurer when appropriate documents are received by the Financial Secretary.
n. Maintain all financial records for 7 years as per Kairos Financial Policy 6: Retention of Records.
o. Ensure Financial Policies and Practices are followed.

JOB DESCRIPTIONS

b. State Chapter Financial Secretary

a. Receive all invoices, requests for reimbursement and requests for advances from State Chapter Committee members, Advisory Council members and Core Team members.
b. Verify the expenditure is in accordance with the Financial Policies and Practices. If not, contact the State Committee Chair for disposition of the charge or request.
c. Enter data from item a. into QuickBooks, create the disbursement authorization and send the information to the State Treasurer. The disbursement authorization will include the Cash Disbursement Voucher and must be accompanied with supporting documentation such as itemized invoice(s) and a request for reimbursement. If the State uses QuickBooks-formatted checks, the State Financial Secretary should save a check in PDF format so the Treasurer can print the checks onto the blank stock. The PDF should accompany the Cash Disbursement Voucher and supporting documentation.
d. Reconcile Receipt Logs and deposits. Notify the State Treasurer and the Advisory Council Treasurer when deposits are made from the Advisory Council team meetings and from Advisory Council Post Office receipts.
e. Send an IRS acceptable acknowledgement letter for all donations received through the State Chapter Post Office Box. This letter should contain the phrase, "Kairos Prison Ministry International Inc. is a 501(c)(3) non-profit organization and we acknowledge your charitable contributions listed below which were given to the ministry with no benefit, supplies, or assets of any kind received in return (other than the eternal satisfaction of enabling work in the name of Christ Jesus)." (Note: Another person could perform this activity at the direction of the State Financial Secretary.)
f. Maintain all records, including documentation of receipts, deposits, disbursements and payments for seven years. Records may be paper or electronically.
g. Reconcile the monthly bank statement with the check register and the General Ledger each month, along with KairosDonor report. Submit the reconciliation to the Treasurer for concurrence and then to the State Chapter Committee Chair for review.
h. Notify Controller once month end close is complete.
i. Provide financial reports at the State Chapter Committee meetings, and whenever requested by the State Executive Committee. Provide P&L's to Advisory Councils.
j. Prepare an Annual Budget for submission to the State Chapter Committee for approval prior to the new year. Submit to the International office by Dec 1.
k. Oversee and provide training advice to the Advisory Council KairosDonor Coordinators. Assist each Advisory Council with the preparation of an Annual Budget for their activity.
l. If Advisory Council reimbursements and advances are not reconciled within 30 days of the Weekend or other event for which expenses were incurred, document the issue and report it to the International Office. Do not write additional advances until past due are cleared up.
m. Verify and approve inter-ministry payments and submit to Treasurer to make the payment. Once paid, the Secretary will record the payment in Quickbooks against the pending bill.
n. Ensure Financial Policies and Practices are followed.

JOB DESCRIPTIONS

c. State Chapter Assistant Financial Secretary

a. The primary responsibility is to work with the State Financial Secretary to complete the work and relieve some of the workload. Therefore, the Assistant will not be a voting member of the State Chapter Committee nor will direct or make recommendations to the State Chapter Committee.
b. Work with the State Financial Secretary to get deposit paperwork from the Advisory Councils.
c. Assist the State Financial Secretary in researching undocumented deposits recorded on the bank statement.
d. Enter deposit data into QuickBooks.
e. If necessary, complete the KairosDonor entries for the State Financial Secretary.
f. Reconcile Receipt Logs and deposits. Notify the State Treasurer and the Advisory Council Treasurer when deposits are made from the Advisory Council team meetings and from Advisory Council Post Office receipts.
g. Send an IRS acceptable acknowledgement letter for all donations received through the State Chapter Post Office Box. This letter should contain the phrase, “Kairos Prison Ministry International Inc. is a 501(c)(3) non-profit organization and we acknowledge your charitable contributions listed below which were given to the ministry with no benefit, supplies, or assets of any kind received in return (other than the eternal satisfaction of enabling work in the name of Christ Jesus).” (Note: Another person could perform this activity at the direction of the State Financial Secretary.)
h. Maintain all records, including documentation of receipts, deposits, disbursements, and payments for seven years. The IRS requires paper copies to be retained.
i. Assist the State Financial Secretary with the annual budget preparation.
j. Ensure Financial Policies and Practices are followed.

JOB DESCRIPTIONS

d. Advisory Council Treasurer

a. Oversee and provide advice to ensure that the collection of all funds by the Advisory Council at team meetings, fundraising events, from a PO Box or by any other means is in accordance with these Policies and Practices.
b. Maintain a supply of deposit slips (if needed), the Wells Fargo deposit only card (if appropriate), and rubber endorsement stamps for the State bank account. Provide for secure, locked storage of same.
c. Provide a supply of deposit slips (if needed), the Wells Fargo deposit only card (if appropriate) and an endorsement stamp to the team or fundraising event person designated as Counter 2 before the first team meeting or the start of the fundraising event. Obtain custody of any excess deposit slips, Wells Fargo deposit only card and the endorsement stamp from Counter 2 within one week after the completion of the weekend or the fundraising event.
d. Provide a supply of deposit slips (if needed), the Wells Fargo deposit only card (if appropriate) and an endorsement stamp to the person designated as Counter 2 for the Advisory Council PO Box.
e. When direct deposit to the State bank account is not feasible for the team Counter 2, fundraising event Counter 2 or the PO Box Counter 2, receive funds and make deposit to the State bank account. Send deposit receipt from the bank to the State Financial Secretary.
f. When a Post Office Box or other mailing address is maintained by the Advisory Council, appoint two persons to retrieve the mail and count any funds received. The Advisory Council Treasurer may be one of the appointees.
    1. Designate one person as Counter 1 who will retrieve the mail at regular intervals commensurate with the volume of mail.
    2. Designate a second person as Counter 2 who will help count and document any funds received.
g. Working with the Team Leader, appoint two persons and two alternates to collect money at the team meetings. These persons should be members of the Core Team such as the Advising Leader, Agape Coordinator (Kairos Inside) / Chair (Kairos Torch) / Leader (Kairos Outside). The primary appointees, designated Counter 1 and Counter 2, will ensure that they or their alternates are at every team meeting. The Advisory Council Treasurer may be one of the appointees if a member of the team.
h. Working with the fundraising event coordinator, appoint two persons, designated Counter 1 and Counter 2, to collect monies at the event the same as it is collected at a team meeting.
i. Ensure Financial Policies and Practices are followed.

JOB DESCRIPTIONS

e. Advisory Council KairosDonor Coordinator

a. Provide the Receipt Log to assist the Advisory Council Treasurer with the tools necessary for recording donations from the PO Box, team meetings, fundraising events, etc.
b. Use the KairosDonor software to record and maintain a data base of donors and to issue feedback and acknowledgement letters.
c. Send IRS acceptable acknowledgement letters to all donors. This letter must contain the phrase, “Kairos Prison Ministry International Inc. is a 501(c)(3) non-profit organization and we acknowledge your charitable contributions listed below which were given to the ministry with no benefit, supplies, or assets of any kind received in return (other than the eternal satisfaction of enabling work in the name of Christ Jesus).” (Note: Another person could perform this activity at the direction of the Advisory Council KairosDonor Coordinator.)
d. Prepare the Annual Budget for submission to the Advisory Council for approval and submit to the State Financial Secretary for consolidation to the State budget and approval.
e. Ensure Financial Policies and Practices are followed.
f. Approve Advisory Council expenses for volunteers’ reimbursements and all bills requiring payment. Send the check requests to the State Financial Secretary.
g. Maintain all financial records for 7 years as per Kairos Financial Policy 6: Retention of Records.
h. Document remittance for the State Financial Secretary:
    a. Deposits - Remit the following documents for each deposit
        i. Completed receipt log (with both signatures from Counter 1 and 2
        ii. Redacted copies of deposited checks
        iii. Copy of the Bank Receipt
        iv. Deposit List (from KairosDonor)
    b. Cash Advances - Remit the following document
        i. Fully complete and signed “Kairos Request for Cash Advance” form
        ii. The completed Check Request Form with a signature
        iii. Supporting documents for the request (itemized receipts and/or vendor bills)
    c. Expense Checks: Remit the following documents
        i. The completed Check Request Form with both signatures
        ii. Supporting documents for the request (itemized receipts and/or bills)
i. KairosDonor Reports due to the State Financial Secretary
    a. The .iif file (or the PDF version of the .iif file) must be remitted monthly to the State Financial Secretary so the deposits can be verified against KairosDonor

f. Counter 1 - State Chapter Post Office Box

a. Acknowledge and accept designation by the State Treasurer.
b. Retrieve mail from the Post Office Box at regular intervals commensurate with the volume of mail.
c. Open the mail and count the funds received together with Counter 2.
d. Prepare a list, using the Receipt Log, showing name, address, check number, amount, and date.
e. Compare the Receipt Log total with the total on the deposit slip (if appropriate) prepared by Counter 2. Reconcile any differences. When the totals are in agreement, sign the Receipt Log along with Counter 2 and send it to the State Financial Secretary.

g. Counter 2 - State Chapter Post Office Box

a. Acknowledge and accept designation by the State Treasurer.
b. Open the mail and count the funds received together with Counter 1.
c. Verify the funds count, stamp the checks with endorsement, and prepare the deposit slip (if needed).
d. Compare the deposit slip (if appropriate) total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals are in agreement, sign the Receipt Log.
e. Deposit the funds in the State bank account. Send a copy of the Receipt Log and the deposit receipt from the bank to the State Financial Secretary within 5 days, and send a copy of the deposit receipt to the State Treasurer within 5 days. When making a deposit is not feasible, send the funds to the State Treasurer.
f. Provide secure, locked storage of unused deposit slips (if needed), the Wells Fargo deposit only card (if appropriate), and the endorsement stamp.

h. Counter 1 - Advisory Council Post Office Box

a. Acknowledge and accept designation by the Advisory Council Treasurer.
b. Retrieve mail from the Post Office Box at regular intervals commensurate with the volume of mail.
c. Open the mail and count the funds received together with Counter 2.
d. Prepare a list, using the Receipt Log, showing name, address, check number, amount, and date.
e. Compare the Receipt Log total with the total on the deposit slip (if appropriate) prepared by Counter 2. Reconcile any differences. When the totals agree, sign the Receipt Log along with Counter 2 and, within 5 days, send the original to the State Financial Secretary, and send a copy to the Advisory Council KairosDonor Coordinator for entry into KairosDonor.

i. Counter 2 – Advisory Council Post Office Box

a. Acknowledge and accept designation by the Advisory Council Treasurer.
b. Open the mail and count the funds received together with Counter 1.
c. Verify the funds count, stamp the checks with endorsement, and prepare the deposit slip (if needed).
d. Compare the deposit slip (if appropriate) total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals agree, sign the Receipt Log.
e. Deposit the funds in the State bank account. Send a copy of the Receipt Log and the deposit receipt from the bank to the State Financial Secretary within 5 days, and send a copy of the deposit receipt to the Advisory Council KairosDonor Coordinator within 5 days. When making a deposit is not feasible, send the funds to the State Treasurer.
f. Provide secure, locked storage of unused deposit slips (if needed), the Wells Fargo deposit only card (if appropriate), and the endorsement stamp.

JOB DESCRIPTIONS

j. Counter 1 - Team Meeting and/or Fundraising Event

a. Acknowledge and accept designation by the Advisory Council Treasurer. Determine your alternate.
b. Ensure that either you or your alternate is present at every team meeting.
c. Count the funds received together with Counter 2.
d. Prepare a list, using the Receipt Log, showing name, address, check number, amount, and date.
e. Compare the Receipt Log total with the total on the deposit slip (if appropriate) prepared by Counter 2. Reconcile any differences. When the totals agree, sign the Receipt Log along with Counter 2 and, within 5 days after the team meeting/fundraising event, send the original to the State Financial Secretary, and send a copy to the Advisory Council KairosDonor Coordinator for entry into KairosDonor.

k. Counter 2 - Team Meeting and/or Fundraising Event

a. Acknowledge and accept designation by the Advisory Council Treasurer. Determine your alternate.
b. Ensure that either you or your alternate is present at every team meeting.
c. Count the funds received together with Counter 1.
d. Verify the funds count, stamp the checks with endorsement, and prepare the deposit slip (if needed).
e. Compare the deposit slip (if appropriate) total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals are in agreement, sign the Receipt Log.
f. Deposit the funds in the bank. Within 5 days after the team meeting/fundraising event, send a copy of the Receipt Log and the deposit receipt to the State Financial Secretary, and send a copy of the deposit receipt to the Advisory Council KairosDonor Coordinator. When making a deposit is not feasible, send the funds to the State Treasurer.
g. Provide secure, locked storage of unused deposit slips (if needed), the Wells Fargo deposit only card (if appropriate), and the endorsement stamp.