

Treasurer Job Description

Qualifications and Gifts:

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have experience in the use of standard accounting procedures
- Ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions
- Knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding and legal liabilities
- Have an enthusiasm and vitality for this vocation

Time Commitment:

- Vestry meetings
- Vestry retreat (if applicable)
- Weekly oversight of collection tabulations and deposits
- Periodic payment of bills
- Diocesan meetings, as necessary
- Annual Meeting

Responsibilities:

- Oversee the collection, counting and deposit of all contributions to the congregation, ensuring that at least two persons are present at all times during collection and counting
- Oversee the treasurers of all accounts maintained by any organization that is a part of the congregation ensuring that they follow established accounting procedures and appropriate safeguards
- Ensure that all bills are paid in a timely fashion
- Ensure that adequate insurance is maintained on all real and tangible property
- Determine that the books and accounts of the congregation are in accordance with standard accounting procedures and the requirements of the canons
- Ensure that the congregation's financial operations are in accordance with national and diocesan canons, the congregation's by-laws and state and federal laws
- Ensure that the congregation's deeds and other instruments of ownership are established and maintained in the manner prescribed by canon and civil law

- Ensure that anyone serving as custodian of any congregational or organizational funds over \$500 is bonded
- Meet regularly with rector, wardens and/or staff for planning and evaluation
- Develop, and be an active member of, the Finance Committee
- Ensure that all bills are paid in a timely fashion
- Assist in the development of budgets
- Be available for other committees that might need help in planning budgets or need other assistance in financial matters
- Submit a yearly financial report to the vestry and congregation, and more frequently as requested by the vestry

Accountability: The treasurer is usually elected by and accountable to the rector and vestry. In some congregations, all the officers are elected by the congregation. The treasurer's ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation (rector, wardens, other officers, vestry members and, in many cases, heads of ministry groups and committees)