



## 1.0 Job Description - Treasurer

### Goals of the Position

To ensure the timely reporting of the financial situation of the Parish to the Wardens and through them to the Parish Council.

To engage in discussion with the Wardens and Rector as to the financial state and needs of the parish and to keep them apprised as to any financial concerns s/he may have.

To advise the Wardens on expenditure and budgeting issues.

### Qualifications

A good working knowledge of basic bookkeeping or accounting and the time and commitment to complete all of the work necessary.

### Typical duties and responsibilities

Ensure that all monies received by the parish are accounted for, recorded and deposited into a recognized financial institution in a safe and timely manner (usually done by Administrator, Treasurer may be required to follow up).

Ensure that the Parish is able to meet all parish financial obligations (clergy stipend and housing, staff salaries, benefits, bills, taxes, insurance, assessment, etc.) and that they are paid in a timely manner. Practically, the daily duties are handled by the Administrator. When need arises, the Treasurer is to ensure that finances are made available from reserves, to ensure liquidity in the Parish.

Control or prepare and maintain accounting records of the financial activities of the parish (in partnership with administrator).

Using information from Administrator, ensure that the Rector, Wardens and parish council are kept aware of the parish's financial condition and present accurate, comparative financial statements to them monthly.

With Wardens, to develop an annual budget for the parish. Attend Wardens, Parish council, regional and other meetings as required, and requested.

With Administrator, to ensure that all of the parish financial information is available for review or examination and be prepared to answer any questions relating to it.

Upon leaving the post, to make sure that records are passed to the Parish in order that they

may be passed on to their successor in a neat and tidy condition and timely manner.

### **Parish Council, Vestry & Wardens Meetings**

The Treasurer may attend all Parish Council meetings and will do so when requested, s/he is responsible for making sure that they, or the Wardens, have a report on the finances of the Parish available whenever Council meets. This information will be provided by the Parish Administrator no less than 5 days before any meeting.

The Treasurer may be elected onto PC, at his or her request and with the consent of Parishioners at the Annual Vestry Meeting, or by Appointment by Parish Council or Rector. Unless elected or appointed to parish council, the Treasurer and Secretary/Parish Clerk do not have a vote.

The Treasurer may be requested to attend all or part of any meeting of the Wardens as necessary, or may request attendance at meetings to discuss financial matters. Such attendance is at the discretion of the Wardens and Rector.

The Treasurer is a part of any financial decisions to be made in the parish, though final responsibility for all decisions rests with the Wardens. Churchwardens are responsible to have supervision of all financial matters of the parish, and to ensure that a financial statement is drawn up each month for presentation to the parish council.

Churchwardens ensure that the yearly accounts, duly examined and reviewed, are presented to the parishioners at the annual meeting; and that a copy of such accounts is sent to the diocesan finance officer, as well as the Parish Annual Information and Financial Returns are completed.

The Treasurer may be asked to present the parish accounts to the Annual Vestry Meeting and will need to be conversant with said accounts to a degree that allows her or him to answer questions asked by Parishioners at the Annual Meeting.

The Treasurer will be a part of the Investment Committee and be committed, with the Warden designated to sit on that committee, to the sound, ethical, stewardship of the reserves of the Parish. That committee is appointed by Rector and Wardens with the advice of the Treasurer.

### **Accountability**

The Treasurer acts as an Advisor to the Wardens and is answerable to them. The Treasurer functions as an Officer of the Parish, and should they resign, such resignation is presented to the Rector and Wardens.

It is a requirement of any Officer of the Parish that they complete the Sanctuary (previously known as Safe Church) training and are subject to a Criminal Record Check.