

St. Paul's Episcopal Church Treasurer's Expectations

Qualifications and Gifts

- Have a love of God and demonstrate a commitment to following in the way of Christ;

Time Commitment

- Weekly worship services (rotating occasionally)
- Vestry meetings
- Vestry retreat
- Executive Committee Meetings
- Diocesan meetings as necessary
- Annual meeting

Responsibilities

- *Be the Chief Financial Officer of St. Paul's.
- *Suggest Finance Committee for appointment by the Rector and Vestry.
- *Advise the Rector, Executive Committee and Vestry of all things related to parish finances.
- *Prepare or oversee the preparation of monthly financial statements and report the financial status of the Parish to the Finance Committee, Rector, Vestry and submit said report at least four days prior to each Vestry meeting.
- *Prepare or oversee the preparation of financial records for pledges, receipts, disbursements, and all assets and liabilities should be maintained in accordance with "the Episcopal Church's Manual of Business Methods in Church Affairs".
- *Assist the Vestry with financial planning, including preparation of the Annual Budget.
- *Call and chair meetings of the Finance Committee, make sure that reports (minutes) of the actions of the Finance Committee are written and submitted to the Vestry at least four days prior to every meeting of the Vestry.
- *Appoint and train Assistant Treasurer's and bookkeepers as needed.
- *Establish and maintain the necessary controls and procedures to prevent the unauthorized use of Parish resources.
- *Attend Vestry meetings.
- *Prepares and submits withholding, federal and state forms, and the financial page of the annual parochial report.
- *Serves as a member of the Executive Committee.