**Treasurer Job Description**

This job description is excerpted from [*The Vestry Resource Guide*](http://www.episcopalfoundation.org/tools-and-programs/leadership-tools/the-vestry-resource-guide) published by the [Episcopal Church Foundation](http://www.episcopalfoundation.org).

**Time Commitments:**  
  
-Weekly oversight of collections and deposits;  
-Oversee periodic payment of bills;  
-Oversee monthly generation of accounting reports

**Responsibilities:**

In addition to those requirements and responsibilities listed for all vestry members, the Treasurer's responsibilities:  
  
-Supervise 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;  
-Supervise the treasurers of all other accounts, ensuring that they follow established accounting procedures and appropriate safeguards;  
- Ensure that bills are paid in a timely fashion;  
-Work with any designated committee to make certain that adequate insurance is maintained on all real and tangible property;  
-Determine that the books and accounts of the congregation are kept in accordance with standard accounting procedures and the requirements of the canons;  
-Ensure that the congregation's financial operations are in accordance with the Episcopal Church 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 secure, 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 by a professional bonding insurer;  
-Meet regularly with the rector, wardens, and/or staff for planning and evaluation;  
Develop and serve on the Finance Committee;  
-Assist in the development of budgets;  
-Be available to consult with other committees that might need help in planning budgets of other assistance in financial matters;  
-Submit a monthly financial report to the vestry and an annual financial report to the congregation;  
Make appropriate contributions to the diocesan parochial report 15.

**Accountability:**

-The treasurer is elected by and accountable to the rector and vestry.  The treasurer may or may not be a member of the vestry.  
-A covenant (promise) regarding the role and responsibilities of the treasurer should be developed between the treasurer, the rector, and the vestry.  This covenant should be periodically reviewed.  
- The treasurer's ministry should be considered a part of the annual mutual ministry review of the congregation.