

# DUTY STATEMENT

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Position:

**TREASURER**

Date:

**August 2022**

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As a valued member of the Finance Ministry, congregation, and parish leadership team, the Treasurer will seek God's guidance in exercising financial responsibilities of the church. The Treasurer is a custodian of church finances and will advise the Vestry and Rector how best to financially support the work of the church, balance the needs for continuity and innovation, and intentionally uphold the mission of All Saints' Episcopal Church to welcome all, celebrate God's grace, and equip the saints.

**General Statement:** This is a volunteer position. The Treasurer will report to the Rector, Wardens, and Vestry. The Treasurer will have direct contact with church members, church employees, and the public.

**Typical Duties:** Typical duties include the following:

- Oversee the collection, counting, and deposit of all contributions to the congregation, ensuring that at least two unrelated individuals are present at all times during collection and counting;
- Inspect all accounts maintained by any organization that is part of the congregation, ensuring that they follow established accounting procedures and appropriate safeguards;
- Maintain detailed records of all financial transactions in accordance with standard accounting procedures and church canons;
- Record donations accepted by the Vestry and issue receipts for tax purposes;
- Pay employees from the church payroll account, and prepare tax forms such as W-2 or 1099 for church employees;
- Maintain tax records of employee salaries and donor information;
- File the church's taxes and file records regarding such transactions;
- Retain bank deposit receipt;
- Reconcile church bank statements with the church ledger, immediately advising the Rector and Wardens of any discrepancies;
- Pay bills in a timely fashion;
- Maintain adequate insurance on all real and tangible property;
- Meet regularly with the rector, wardens and/or staff for planning and evaluation;
- Develop, and be an active member of the Finance Committee;
- 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 regular, monthly financial report and quarterly financial statement to the Vestry;
- Submit an annual financial report to the congregation at the Annual Meeting that fully discloses income and expense, and assets and liabilities (including all trust and endowment funds);
- Participate in any financial audits;
- Inspire confidence from the congregation and church staff as to his or her integrity and ability.

**Qualifications:**

The incumbent will meet the following minimum qualifications:

- Possess competency with bookkeeping, financial auditing, investing, and accounting,
- Be a communicant in good standing whose name is enrolled in the parish register,
- Be a giver of record; a steward of his/her time, talent, and treasure for the support of the parish,
- Regularly attend worship, and
- Be 16 years of age or older.

Knowledge of: Our congregation, its people, its programs, and its governance. Must be familiar with tax code as it governs religious and non-profit entities.

Ability to: Be fair, interact well with people, earn the respect of members of the congregation, model servant leadership, and demonstrate enthusiasm for ministry. Must be willing to represent the interests of all parish members, appreciate different perspectives and opinions. Must be comfortable with supervision. Must be able to maintain appropriate confidentiality of all donations and financial information.

Experience: Have a love of God, demonstrate a commitment to following the way of Christ, and any combination of training/experience providing knowledge of leadership, governance, and financial responsibility.

**Internal/External  
Contacts:**

The Treasurer must work effectively with other people at all times. The incumbent must be congenial and tactful when dealing with others and be able to effectively and cooperatively accomplish tasks.

**Expectations:**

The Treasurer will exhibit honesty, integrity, and compassion in all interactions with members of the Vestry, members of the church, visitors, employees (paid and unpaid), and the public. The incumbent will exercise confidentiality on all potentially sensitive matters. The Treasurer will serve a three (3) year term.

I have read and can perform the duties above.

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Treasurer (printed)

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Treasurer Signature

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Date