

Grace Episcopal Church Treasurer Job Description

The Treasurer is an officer of Grace Church and provides fiscal oversight for the Parish. The Treasurer understands the financial position of the organization, the sources of income and expenses, and will be a resource for the Rector, Senior Warden and Vestry in fiscal matters.

Time Commitment

5-6 hours per week most weeks, up to 10 during budget preparation and annual audit

Specific Duties

- Reviews and understands all financial operations including cash flow, investments, restricted funds, and expenses.
- Chairs monthly Finance Committee meetings (via zoom), reviewing the financial reports with the Finance Committee prior to each Vestry meeting.
- Works with the Rector to create the annual budget, presenting it to the Finance Committee for review and the Vestry for approval.
- Signs checks (via electronic system), ensuring that bills are paid in a timely fashion.
- Works with the Financial Secretary to supervise the collection, counting, and weekly deposit of all contributions to the faith community, ensuring that at least two persons are present at all times during the collection and counting process.
- Reviews or creates, as necessary, sound financial policies and procedures.
- Presents the written financial reports and a summary for each Vestry meeting; attends Vestry meetings as able (with voice but no vote), making presentations to the Vestry on the financial aspects of the church's operations as necessary.
- Works with the Investment Management Liaison on the Vestry's investments and other financial strategies.
- Presents to the Annual Parish Meeting a full and accurate statement of all moneys received and paid during the year preceding.
- Signs official documents of the organization as required.
- Manages the annual audit process with the Episcopal Diocese of Northern California.
- Supervises the treasurers of all other accounts maintained by the congregation, ensuring that they follow established accounting procedures and appropriate safeguards.
- Works with the Risk Manager to make certain that adequate insurance is maintained on all real property.
- Determines that the books, accounts, and financial operations of the congregation are kept in accordance with standard accounting procedures and the requirements of The Episcopal Church's and diocesan canons, congregational bylaws, and state and federal laws.
- Ensures that the congregation's deeds and other instruments of ownership are secure and maintained in the manner prescribed by canon and civil law.
- Ensures that anyone serving as custodian of any congregational or organizational funds over \$500 is bonded by a professional bonding insurer.

- Meets as needed with the Rector, Wardens, and/or staff for planning and evaluation
- Generally “Minds the house” of Grace's financial life!!