

VOLUNTEER MINISTRY JOB DESCRIPTION - TREASURER
Diocese of Algoma Canon 1-3 2(b)

Nature of the Position

The treasurer is appointed by the churchwardens to oversee the monthly reporting of the church finances, the management of investment funds and the accounting of the funds of the parish. The treasurer is a (non-voting) member of Parish Council and Chair of the Finance Committee.

Outline of Responsibilities

prepares a financial report for Parish Council and Finance Committee meetings
oversees the parish investments and brings investment matters to the attention of the churchwardens for decisions
under the direction of the churchwardens, presents a Report for/to the Annual General Meeting
prepares the Annual Budget
prepares the Diocesan Financial return (January/February) and submits it to the parish Administrator for mailing
ensures the Annual GST rebate form is filed (February)
ensures the preparation and submission of the Charity Return to Revenue Canada (June)
maintains certain financial files respecting investments
does any other duties that are agreed to at a Parish Council or Finance Committee meeting

Skills and Experience

experience as qualified accountant is a definite asset

Boundaries and limitations

must uphold the Risk Management Policy
is accountable to the churchwardens for adhering to diocesan policies and practices
must abide by generally acceptable accounting principles

Support, Supervision & Training

under the supervision of the churchwardens

Participation Group

Finance Committee, Parish Council and Annual Vestry

Screening Category

High Risk, due to unsupervised access to parish accounts

Length of Term

1 year, renewable by Annual Vestry

Benefits to the Volunteer

satisfaction of knowing that skills and experience are benefiting the financial well-being of the parish