

## **Treasurer Job Description**

**DRAFT:** The Church of the Transfiguration

*April 12, 2005*

### **General Considerations**

- The candidate should be known and trusted by the rector, wardens, and vestry, and be as well known as possible within the congregation.
- The ideal candidate lives near the church, or is otherwise available for weekly check signing.

### **Duties**

- Sign checks weekly for expenses approved by the rector and/or warden(s)
- Prepare annual budget in consultation with the Rector and Finance Committee
- Present monthly financial reports to Vestry along with supporting analysis and discussion of variance from budget as necessary
- Certify year-end financial report to the Vestry
- Present year-end financial report and upcoming budget to the Annual Parish Meeting along with analysis and supporting discussion of variance from budget
- Certify the financial data in the annual parochial report to the national church
- Serve as a member of the Finance Committee and attend its meetings
- Contract for annual audits of the parish books and financial procedures

### **Notes**

- Currently, the check signers are the Treasurer and Wardens. Instead of having the Wardens as check signers, I'd like to consider appointing an assistant treasurer, whose sole job would be to sign checks in the absence of the Treasurer.
- The Treasurer may be a member of the Vestry, but does not have to be. Attendance at Vestry meetings is optional, but helpful when analysis and discussion of variance from budget is indicated.
- The Treasurer is a member of the Finance Committee, and may optionally serve as its chair.
- The term of office is two years, beginning at the Annual Parish Meeting in odd-numbered years, renewable with the mutual pleasure of the incumbent, the rector, and the Vestry.
- The Treasurer is encouraged to participate in training offered through Diocesan Convention, Vestry School, and elsewhere, with training costs paid by the parish.
- It's been suggested that it may not be possible for the Treasurer to prepare the budget, but that it should come from the Rector instead.

### **Other Possible Duties (to be determined by agreement of the Treasurer and Rector)**

- Ensure that church assets are properly insured
- Oversee the work of the bookkeeper, including
  - Ensure that payroll, taxes, and fees are paid promptly
  - Ensure that accounts are properly reconciled and documented