

## **Ministry Description - Assistant Treasurer**

*Amended by St. Stephen's Parish Council January 13, 2025*

### **Qualification, Knowledge, Attitudes**

A candidate for the position of Assistant Treasurer must be able to maintain confidentiality; show good attention to detail; be self-directed in order to meet timelines; and have enough computer knowledge to learn new programs. Knowledge of bookkeeping is preferred.

The intention of appointing an Assistant Treasurer, is that person may be appointed as the Treasurer if the Treasurer ceases to be the Treasurer.

### **Appointment**

The Incumbent and Church Wardens appoint the Assistant Treasurer [Diocese of Algoma Canon I-3 2(b)] annually, and the term runs from an Annual Vestry Meeting to the following Annual Vestry Meeting.

### **Responsibilities**

The Assistant Treasurer is accountable to the Church Wardens through the Treasurer for the paying of authorized expenses, the management of funds held and the accounting of the funds of St. Stephen's Anglican Church.

### **Specific Duties**

The Assistant Treasurer under the direction of the Treasurer may:

1. oversee the counting of the offerings;
2. deposit funds in a timely manner;
3. enter receipts and invoices into the accounting software; and
4. pay bills.

### **Supervision/Accountability**

The Assistant Treasurer will work under the direction of the Treasurer. If the Treasurer is absent or unable to function as the Treasurer, the Assistant Treasurer will work under the direction of the Church Wardens.

The appointment as the Assistant Treasurer may be discontinued by the Incumbent and Church Wardens for not carrying out the responsibilities and duties of the Assistant Treasurer.