

Ministry Description – Treasurer

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

Qualification, Knowledge, Attitudes

A candidate for the position of 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.

Appointment

The Incumbent and Church Wardens appoint the 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 Treasurer is accountable to the Church Wardens for the paying of authorized expenses, the management of funds held and the accounting of the funds of St. Stephen the Martyr Anglican Church.

The Treasurer advises the Church Wardens with respect to changes in policy for the handling of funds.

The Treasurer is a member of the Parish Council [Diocese of Algoma Canon J-2 4 (d)] and the Stewardship and Finance Committee.

The Treasurer is the contact for CanadaHelps.org.

The Treasurer trains and supervises the Assistant Treasurer.

The Treasurer oversees the work of the Envelope Secretary.

Specific Duties

The Treasurer:

1. maintains both the computer and paper financial files;
2. oversees the counting of the offerings: trains counters and schedules them;
3. ensures that funds are deposited in a timely manner;
4. enters receipts and invoices into the accounting software;
5. pays bills;
6. prepares a Financial Report for each Parish Council and Stewardship and Finance Committee meeting;

Quarterly

7. works with the Envelope Secretary to reconcile the deposit records with the donation records;

Year End

8. assists with the preparation of the Operating and Property Budgets;
9. under the direction of the Church Wardens, has a financial review completed;
10. prepares a Financial Report for the Annual General meeting;

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11. prepares the Diocesan Financial Return (February) and submits it to the Incumbent for mailing;
12. ensures that the HST rebate is submitted to the Canada Revenue Agency (CRA) as required;
13. ensures that the HST owed from the Solar Panel income is remitted to the CRA annually (no later than March 31);
14. ensures that the Charity Return is submitted to the CRA by June 30 and advises the Incumbent and Church Wardens when it has been submitted;
15. ensures that the previous year's paper financial records are organized and stored in an archive box Vestry Room cupboard such that it is easy to audit them;
16. reviews the notes in the Parish Handbook concerning the parish finances and assists the Incumbent in keeping the notes up to date; and
17. does any other duties that are agreed to at a Parish Council or Stewardship and Finance Committee meeting.

Supervision/Accountability

The Treasurer is supervised by the Church Wardens.

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

Stewardship and Finance Committee

The Stewardship and Finance Committee's purpose is to assist the Church Wardens with financial decisions and to communicate the financial information to the parish. The decision-making authority of the Committee is based on the Church Wardens being members of the Committee. The Committee may give direction to the Treasurer.