

Parish Treasurer Job Description
as prepared by the Diocesan Office of the Diocese of Central Pennsylvania

SAMPLE

Position: Parish Treasurer.
Purpose: Manage the financial activities of the congregation including income and revenue, expenses and disbursements, payroll, assets and investments.
Selection: Elected annually by the Vestry and accountable to the Rector/Vicar and Senior Warden.

Responsibilities and Duties

General

- Have a love of God and demonstrate a commitment to following the way of Christ.
- Be knowledgeable or obtain knowledge about church finance and accountability.
- Oversee and account for assets and liabilities, according to decisions of the congregation, vestry and diocese, in a reasonable, ethical and legal manner.

Weekly/Semi-Monthly

- Supervise collection, counting and deposit of contributions; ensuring at least two persons are present during collection and counting.
- Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.
- Post transactions to the church ledger.

Monthly

- Attend Vestry Meetings.
- Reconcile bank account statements to church ledger.
- Maintain records of all income, revenue, receipts, expenses, disbursements, assets and liabilities, especially documents related to loans, mortgages, investments and payroll taxes.
- Provide financial reports to the Vestry (and Diocese if a mission or aided parish) on operating funds, non-operating funds, and cash balances / investments.
- Provide a summary of financial reports for the bulletin and newsletter.

Quarterly

- Provide a statement of giving to contributors following appropriate IRS regulations for tax deductibility.
- Supervise treasurers of all other congregational accounts, ensuring they follow appropriate procedures and safeguards.

Annually

- Arrange for an audit/review of financial records and processes, sending a copy of results to the Diocesan Office.
- Assist with the financial planning including preparation of the annual budget.
- Prepare financial sections of the annual Parochial Report.
- Prepare year end tax information including 1099-Misc and W-2 forms.
- Process commitments to the annual giving campaign or other campaigns of the congregation.
- Provide a detailed financial report for the Annual Meeting.
- Report to the Church Pension Fund any changes in clergy and or lay employee compensation.