

# **Assistant Treasurer Job Description**

## **Qualifications and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have experience in the use of standard accounting procedures
- Ability to establish and maintain appropriate safeguards
- Have an enthusiasm and vitality for this vocation

## **Time Commitment:**

- Vestry meetings
- Vestry retreat (if applicable)
- Weekly oversight of collection tabulations and deposits
- Diocesan meetings, as necessary
- Annual Meeting

## **Responsibilities:**

- Collect, count and deposit all contributions to the congregation, ensuring that at least two persons are present at all times during collection and counting
- Assist the Treasurer with all accounts maintained by any organization that is a part of the congregation ensuring that they follow established accounting procedures and appropriate safeguards
- Determine that the income portion of the books and accounts of the congregation are in accordance with standard accounting procedures and the requirements of the canons
- Ensure that the congregation's financial operations are in accordance with national and diocesan canons, the congregation's by-laws and state and federal laws
- Meet regularly with the Treasurer for planning and evaluation
- Develop, and be an active member of, the Finance Committee
- Assist in the development of budgets
- Be available for other committees that might need help in planning budgets or need other assistance in financial matters
- Fill-in for the Treasurer in cases of absence or inability to perform his/her required duties (see description for Treasurer)
- Submit a yearly financial report to the vestry and congregation, and more frequently as requested by the vestry

**Accountability:** The assistant treasurer is usually elected by and accountable to the rector and vestry. In some congregations, all the officers are elected by the congregation. The assistant treasurer's ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation (rector, wardens, other officers, vestry members and, in many cases, heads of ministry groups and committees)