

## Treasurer Position Description

Calvary Episcopal Church  
Indian Rocks Beach, FL

This job description is excerpted from [The Vestry Resource Guide](#) published by the [Episcopal Church Foundation](#). To order a copy [click here](#).

### **Time Commitments:**

- Weekly oversight of collections and deposits;
- Periodic payment of bills;
- Monthly generation of accounting reports

### **Responsibilities:**

In addition to those requirements and responsibilities listed for all vestry members, the Treasurer's responsibilities:

- Supervise the collection, counting and deposit of all contributions to the congregation; ensuring that at least two persons are present at all times during collection and counting;
- Supervise the treasurers of all other accounts, ensuring that they follow established accounting procedures and appropriate safeguards;
- Ensure that bills are paid in a timely fashion;
- Work with any designated committee to make certain that adequate insurance is maintained on all real and tangible property;
- Determine that the books and accounts of the congregation are kept in accordance with standard accounting procedures and the requirements of the canons;
- Ensure that the congregation's financial operations are in accordance with the Episcopal Church and diocesan canons, the congregation's by-laws and state and federal laws;
- Ensure that the congregation's deeds and other instruments of ownership are secure, and maintained in the manner prescribed by canon and civil law;
- Ensure that anyone serving as custodian of any congregational or organizational funds over \$500 is bonded by a professional bonding insurer;
- Meet regularly with the rector, wardens, and/or staff for planning and evaluation;
- Develop and serve on the Finance Committee;
- Assist in the development of budgets;
- Be available to consult with other committees that might need help in planning budgets of other assistance in financial matters;

-Submit a monthly financial report to the vestry and an annual financial report to the congregation;

Make appropriate contributions to the diocesan parochial report 15.

**Accountability:**

-The treasurer is elected by and accountable to the rector and vestry. The treasurer may or may not be a member of the vestry.

-A covenant (promise) regarding the role and responsibilities of the treasurer should be developed between the treasurer, the rector, and the vestry. This covenant should be periodically reviewed.

**APPLICATION**

Please send a resume and the name and contact information for three references to [admin@calvaryirb.org](mailto:admin@calvaryirb.org). Please include the phrase "Treasurer Application" in the subject line. Call the office at 727.595.2374 if you have additional questions.