**St Barnabas Anglican Church Treasurer Job Profile**

**Position Description**

The Canons of the Church require preparation of a budget for the fiscal year to come, and a financial report for the fiscal year just ended, in a form approved by Diocesan Synod, for presentation by Churchwardens to the annual Vestry meeting, for adoption by Vestry.

As a member of the Leadership Team, the Treasurer develops an annual budget, maintains the accounts of receipts and disbursements, and prepares financial statements for the January-December fiscal year. Prepares interim statements on a monthly basis to compare financial results with the approved budget

**Major Responsibilities**

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| 1. Ensure proper recording of receipts and disbursements is done by the Bookkeeper.  2. Monitor the parish’s bank accounts and keep the Wardens aware of the status of the finances.  3. Ensure accurate reconciliation of the bank account(s) with the general ledger of the church, performed by the Bookkeeper.  4. Maintain internal controls on the church’s financial assets. |
| 5. With the Bookkeeper, arrange for the preparation of financial reports of the assets, liabilities, revenues and expenditures including all funds established by the church, for presentation to the Wardens and Advisory Board on a monthly basis.  6. With the Wardens, prepare the annual budget for approval by Vestry. |
| 7. With the Wardens, prepare the annual financial report for approval at the Annual meeting of Vestry held in February or March. |
| 8. Provide direction for the Bookkeeper to submit claims for recovery of taxes paid, submissions for employer/employee deductions |
| 9. Assist in the preparation of the annual Churchwardens’ Parochial Return for submission to the Diocese by March 15th.  10. Liaise with the parish’s Auditor, and ensure he/she receives all necessary information to prepare and submit the annual return to Canada Revenue Agency by June 30th. |