JOB DESCRIPTION

ST. PAUL'S EPISCOPAL CHURCH TREASURER

This description of responsibilities and functions is intended to assist the church leadership (Vestry) and congregation in understanding St. Paul's finances while also meeting the Diocese's financial reporting requirements. The successful job applicant or accounting firm is expected to provide on-site monthly review of the financial activities of St. Paul's including reviewing income and expense activity for the month, endowment investment analysis, providing budgetary information, and performing various year-end assignments The prepared financial reports will be reviewed quarterly by the church Endowment Committee and Preschool Administration. This job description does NOT contemplate the accounting firm providing any kind of assurance on the financial statements as would be the case if St. Paul's wanted an audit of the financial statements, for example.

Specific job functions include:

Experience with *Quickbooks*. Additional experience with churches would be beneficial.

On a monthly basis:

- Review deposits made and checks written out of no more than 3 bank accounts for proper account classification within Quickbooks
- Review the bank reconciliation, prepared by church staff, of no more than 3 bank accounts
- Prepare and record any needed journal entries in Quickbooks

On a quarterly basis:

- Review payroll filings (Forms W-2, 941, state, and local withholding) for up to 20 employees.

  Prepare analysis of endowment investments
- Provides monthly financial statements out of Quickbooks for Vestry review and approval
- Quarterly meeting with Preschool director and Vestry liaison to determine allocation of Preschool income, grants, and agreed annual overhead allocation

On an annual basis:

- Meets with and assists Budget committee for 2-3 sessions to establish the following year's budget
- Assists in formatting the following year's budget and accompanying narrative for St. Paul's annual meeting