

Church of Ascension, Don Mills

Ministry Position Title:	Treasurer/Bookkeeper
Term of Office:	Appointed annually at the Annual Vestry Meeting
Supervision and Support:	Reports to: Churchwardens
Duties & Responsibilities:	<ol style="list-style-type: none">1. To maintain the bank accounts, maintain the accounts of receipts and disbursements, prepare cheques and, together with at least one of the Churchwardens, act as a signing officer to approve all disbursements of the church. Two Churchwardens may also sign cheques.2. Control the weekly deposit of all monies received by the church and to regularly reconcile the bank account(s) with the church general ledger.3. Pay approved invoices, process payroll and prepare and post bookkeeping entries.4. Prepare and issue receipts as required (e.g. Café 65 sponsors).5. Maintain a log and track post dated cheques received (e.g. from Renters or parishioners).6. Issue financial statements monthly.7. Attend Corporation and Parish Council meetings as scheduled.8. With the Envelope Secretary, prepare annual tax receipts.9. With the Wardens, prepare the annual budget for approval by Vestry.10. Prepare the annual financial report for approval at Vestry.11. To submit claims for recovery of taxes paid, submissions for employer/employee deductions.12. Help with the preparation of the annual Churchwardens' Parochial Return for submission by the following March 15th.13. Prepare the Annual HST return for CRA prior to submitting financial documents to External Auditors.14. Assemble and submit financial documents to External Auditors annually in Early January. Review and respond to Audit questions. Ensure final Audit Report is received by Early February in time for inclusion in Vestry Book.15. Prepare and submit the annual return to CRA by June 30th following.
Work Environment:	<ol style="list-style-type: none">1. Basic computer skills to operate an accounting program known as PowerChurch. Must also be able to use Word and Excel.2. Must be discreet and maintain the confidence of all contributors.3. Works independently without supervision but in close co-ordination with the Churchwardens, Rector, External Auditor, Church Administrative Assistant, and the Envelope Secretary.
Qualifications needed:	<ol style="list-style-type: none">1. Accounting & Financial skills are beneficial.2. Computer skills are essential.
Terms of work/service:	Position-specific training: "On the job" training Diocesan Sexual Misconduct training
<u>Reply to:</u> Rector: Rev. Nicholas Morkel	33 Overland Drive, Don Mills ON M3C 2C3 416-444-8881