

Trintiy Lutheran Church, New Hamburg
Treasurer Job Description

Overview of Trinity Lutheran Church

Trinity Lutheran Church (Trinity) is a congregation of the Eastern Synod of the Evangelical Lutheran Church in Canada (ELCIC). Trinity carries out its mission and ministry with accountability to the wider church and in compliance with ELCIC guidelines as well as the Ontario Employer's Guide to the Employment Standards Act.

The work of Trinity and all of its staff is also guided by Trinity's constitution and bylaws and, in addition, the Trinity Welcome Statement. This position is a voluntary position with an honorarium.

Nature and Scope of the Position

Interpersonal Contacts – Works closely with the Church Administrator, Pastor, Church Council Executive and Finance Team. The Trinity Treasurer has a primary role in financial tracking, financial reporting, payroll and looking after monthly revenue and expenses.

Decision-Making Authority – In alignment with Trinity's policies and procedures, and in collaboration with the Church Administrator, Pastor and Church Council is responsible for all the financial books for Trinity Lutheran Church. Cheques require 2 signatures and e-transfers and bill payments need a 2nd authorization from finance.

Level of Responsibility - The job has specialized work with minimal supervision and provides guidance to others. Deals with sensitive or personal information in a confidential and professional manner. Problem solving and reporting of financial issues is required.

Key Accountabilities

Payroll

- Managing payroll, hourly, semi-monthly and, monthly.
- Responsible for paying source deductions, calculating taxable benefits, and pension contributions.
- Responsible for producing T4s

Monthly Revenue and Expenses

- Using Quick Books, must keep detailed financial records and be able to produce monthly financial reports for council.

Revenue:

- Must record weekly revenue batch reports in Quick books.

Expenses:

- Pay Invoices in a timely manner (payments will be issued either via e-transfer, bill payment or cheque).
- Ensure all expenses for the month have been recorded prior to preparing financials for council.
- Responsible for doing the monthly bank reconciliations for all accounts.
- A week before the monthly council meeting, must send the finance team the completed financial statements and General Ledger report for the month before the meeting.

Annual Budgeting

- Will produce a draft budget in November of each year.
- Must meet with the finance team to fine tune the budget. This budget will be presented to council in December.
- The Finance Team will present budget at Annual Meeting (in mid-February).
- Must be present at Annual Meeting to answer questions.
- Once budget is approved, must enter it into Quick books.

HST Rebate

- Will ensure that invoices recorded in Quick Books have the correct tax code to reflect the proper HST rebate amount.
- Will submit the required paperwork for the HST rebate. This is done twice a year.

Account Monitoring

- Will be responsible for monitoring all bank accounts and GIC accounts.
- Will be responsible for monitoring the monthly cashflow.

Charity Return T3010 & CRA Obligations

- Annually due June 30th
- Responsible for updating the Owner list for the church yearly with CRA.
- Responsible to prepare and submit other documents and reports to ensure compliance with CRA requirements for charities and employers.

Synod Commitment

- Will calculate monthly and will be paid by e-transfer.
- Must Email Synod a copy of remittance in order to provide breakdown of funds sent.

Qualifications

Education

- CPA designation is preferable
 - Other Education and relevant experience will be considered

Experience

- A minimum of five years' experience in a bookkeeper's role
- Experience creating, managing, and monitoring budgets

Skills and Attributes

- Extensive knowledge of Quick Books
- Extensive knowledge of bookkeeping
- Comfortable with ambiguity and rapidly changing environments
- High degree of initiative and sound judgment required
- Strong oral and written communication skills
- Detail oriented and ability to multi-task and prioritize tasks and deadlines
- Ability to work independently and successfully as a team member

Working Conditions

There are deadline pressures and a demand for thoroughness and accuracy.

Deadline for applications: Review of applications will begin on **October 25, 2024**, and continue until the position is filled.

A fuller job description is available upon request.

Please email Pastor Tanya at varner@telc.ca.