

Treasurer and Assistant Treasurer Responsibilities

Overall Responsibilities

- Preparation of monthly financial statements which would include recording of monthly activity via journal entries, reconciling the bank and investment accounts and set-up or modification of general ledger accounts
- Approval of weekly checks
- Approval of semi-monthly payroll
- Monthly attendance in the Steward & Finance Committee meeting
- Making investment recommendations and investment of excess funds
- Presentation of the financial statements to the church congregation semi-annually
- Annually, input of the church's budget into CBC's accounting software (PowerChurch)
- Providing reports as requested

General Qualifications:

- Must be an active member of CBC
- Experience in Accounting, Finance, Auditing or Budgeting preferred

For more detailed information or questions regarding responsibilities, please contact Kevin Lew.

For the formal job description and qualifications, please see Section 4.2.5 in the Church Operating Manual or contact the church office.