

# AN OPPORTUNITY TO SERVE THE PARISH

## **Volunteer Parish Treasurer Position Available**

As announced at the Annual General Meeting, Derek Osman has now retired from the volunteer position of Parish Treasurer after many years of faithful service. The Parish Treasurer is an important role in the Parish Leadership Team and the following is a brief description of the duties and responsibilities of the position and the skills and abilities which are required. More detailed information about the Treasurer position is available for those who may be interested. If you feel called to this volunteer opportunity to serve, please contact one of the Wardens.

### **Duties and Responsibilities**

- 1) The Treasurer of the Parish of Central Saanich is appointed by the Wardens and the Incumbent to ensure all financial obligations of the Parish are met, prepares and presents the financial condition of each church and the cemetery to the Parish, Diocese and Canada Revenue Agency.
- 2) In partnership with the two Parish Administrators (Bookkeepers) they ensure that all monies received by the parish are accounted for, that all the financial obligations of the parish are paid, and they control and maintain the accounting records of all parish financial activities.
- 3) Inform the Parish Leadership Team monthly on the financial condition of the parish.
- 4) Work with the Wardens to develop the parish annual budget.
- 5) Attend meetings of Parish Council as required.
- 6) Report to the Diocese regularly as required and also for special requirements that may arise i.e. Wage Subsidy.

### **Skills and Abilities**

- 1) A sound knowledge of accounting principles and techniques for non-profit organizations.
- 2) Adequate computer skills and a working knowledge of QuickBooks.
- 3) Proven leadership and communication skills.

The Parish Treasurer is an important role for the parish, and we would ask for the assistance of all parishioners in seeing that it is filled as soon as possible.

Thank you,

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