

## **Diocese of Fredericton**

### **Diocesan Treasurer Position Profile**

#### **General Description**

The Diocesan Treasurer (the "Treasurer") is an officer of the Diocesan Synod of Fredericton and is a key member of the senior management staff of the Diocese. The incumbent's primary responsibilities lie in the general area of financial management and reporting for the Diocese and for Camp Medley, a Diocesan Christian summer youth camp.

The Treasurer will function as the Chief Financial Officer of the Diocese, manage the financial and human resource aspects of the Diocese, offer support to the parishes in their day-to-day operating procedures, and be responsible for implementing and directing financial management throughout the organization. This will involve overseeing all financial functions including: financial accounting and reporting, annual budgeting, cash flow management and forecasting and the preparation of account reconciliations.

The Treasurer works closely with other Diocesan Staff, including the Bishop, Executive Archdeacon, Financial and Administrative Officer, and Personnel and Safe Church Officer and will assist program staff in the administration of their respective ministries. In addition, there are close working relationships and responsibilities arising from the necessity to work within a highly organized team and committee-based administrative structure.

The position is one which also requires the incumbent to work closely with Parish Clergy, Wardens, Treasurers and other lay leaders and volunteers, and to provide oversight, support and counsel on financial and human resource matters.

#### **Specific Duties and Responsibilities**

##### **Strategic Planning:**

- Provide financial expertise, advice and leadership in financial accounting and reporting, budgeting, cash flow management and forecasting and expenditure analysis
- Prepare the annual operating budgets with input from various sources under the advice and direction of the Diocesan Council and its Finance Committee
- Participate as a member of the Diocesan Council as well as the Finance and Human Resource Committees and provide logistical support as required
- In consultation with the Finance Committee Chair, prepare meeting agendas and discussion materials for review by the Committee
- Support the work of other Diocesan committees/teams as required

##### **Financial Management:**

- Provide day to day oversight of accounts payable, ensuring Synod accounts are up to date and all appropriate authorizations and financial controls are implemented
- Develop and document processes related to the collection, accounting and reporting of accounts receivable from parishes and others to ensure steady reliable cash flow management
- Maintain and provide oversight of payroll systems to ensure accurate and timely processing
- Reconcile bank accounts, transit and suspense accounts, and sub-ledgers (revenue, expenses, payroll, investments, Parish Trusts, Diocesan Trust, etc.)
- Ensure parishes are provided with support, information and reporting on monthly assessments, payroll and benefits, investments management, etc. as well as provide financial and human resource advice as required
- Continually update and maintain the accounting system to best meet the needs of the Diocese

**Human Resource Management:**

- Provide oversight to active and retired clergy and lay personnel benefit programs
- Coordinate the logistics related to clergy appointments, relocation and retirement issues, including the actual transfer of personnel and effects
- Supervise and mentor subordinate staff, specifically the Financial and Administrative Assistant and the Personnel and Safe Church Officer

**Reporting:**

- Prepare financial statements to facilitate internal decision-making
- Prepare the annual Registered Charities Information Return and other statutory reports as required
- Process and remit regular and annual withholdings, assessments and reports in a timely manner as required by regulatory authorities

**Property Management:**

- Maintain records related to Diocesan properties and the processing of expenses related to their maintenance and/or capital improvements
- Provide professional expertise and advice in the development and management of Diocesan capital initiatives

**Knowledge and Skills**

- Current professional accounting designation (CPA)
- Minimum five years' experience working in a financial management position
- Knowledge and experience in the area of employment benefits
- Knowledge of key payroll administrative practices and reporting requirements
- General knowledge of personnel practices
- Experience in a supervisory capacity
- Highly developed interpersonal and communication skills
- General knowledge of registered charity administrative requirements
- Well-developed computer skills especially with Microsoft Word Office Suite
- Ability to work in a team and committee-based environment
- Comfort in working within a faith-based organization

**Reporting/Working Relationships*****Inter-office:***

- Reports to the Bishop
- Works closely with the Executive Archdeacon / Secretary of Synod, who, in the absence of the Bishop, will provide advice and direction
- Supervises Financial and Administrative Assistant and Personnel and Safe Church Officer

***Organizational - Internal:***

- Close working relationship with key Teams and Committees, especially the Chairpersons
- In an advisory capacity, close communication with Parish officers (Clergy, Treasurers, Church Wardens)

***Organizational - External:***

- Reporting relationship with external agencies
- Peer relationship with counterparts at the Diocesan, Provincial and General Synod levels