

## Finance Ministry Need

St. James' Episcopal Church is seeking a special individual to serve as part of the finance ministry for the parish. This ministry is both critical and integral to the smooth functioning of parish operations and the ability to respond to congregational needs such as implementing new technologies, maintaining the church and rectory facilities and assuring resources are available for clergy, staff and parish volunteers to serve our community. In addition, this ministry is responsible for maintaining financial oversight of all aspects of St. James' Episcopal Church and accurate and timely financial reporting to the Rector, Vestry and annually to the Diocese.

We are currently seeking an experienced financial professional to serve as Parish Treasurer. The education and experience background for this individual could be from accounting, financial planning, banking or from the non-profit sector that included financial management. Our current treasurer, Jim Iles has been serving St. James' for over 4 years, longer than his planned commitment. Jim has offered to help transition the new person into the position. The duties for the Parish Treasurer include:

- Monthly review, annotation and distribution of contractor-prepared operating P&L and balance sheet.
- Provide guidance to Vestry and staff on generally accepted approaches for budgeting and tracking income and expenses.
- Act as liaison on financial matters with key St. James' missions and programs (e.g., St. James' Church Foundation, Thrift Shop, Mission Team, etc.)
- Attend the monthly finance committee meeting.
- Assist with the proper filing of reports and tax documents as needed (annual audits, annual Diocesan parochial report, etc).
- To be the second signer on major expenditures and parish accounts.

This person would not work alone and we respect that this is a volunteer position for a person with other life priorities. There is routine contact with Nicole Bova, Parish Accountant and John Gilly, Finance Committee Chair and service support is provided through our contract with Effective Accounting Solutions (EAS) of Skaneateles. There is also support provided from the full Finance Committee that includes the Rector, both Wardens and another Vestry liaison. If you are willing to consider helping St. James' in this important ministry, please contact John Gilly (chair of the Finance Committee), Becky Coerper, or the Parish Office.