

ST. ALBERT UNITED CHURCH TREASURER'S POSITION:

Involves the following responsibilities with entries into Quick Books.

A. Month Duties:

1. Banking in consultation with Office Administrator (Laurie Symbaluk)
2. Payment of bills via cheque, -E-transfers, EFT's, and Credit card
3. Informaton to Office Administrator for entry into Servant Keeper for Tax Receipts.
4. Prepare monthly statements and attend monthly Finance meetings, on the first Tuesday of the month.
5. Enter monthly staff payroll information for payments.

B. Yearly:

1. Budget preparation for the new year.
2. CRA account
 - i. Re GST Rebate twice a year
 - ii. Government Programs if available
 - iii. Year-end preparation and documents for audit purposes, sending of T3010 document to the CRA

C. Other Duties:

1. Watch webinars for ADP (payroll) and UCC (the United Church of Canada) webinars for Treasurers.
2. Provide information to Committees regarding budget and expenses re fundraising and payments.

The position offers part-time employment, mostly from home a few hours a week, with an honorarium of \$300 per month.

Needed are a printer with copy and scanner abilities, a laptop is provided with Quick Books and Microsoft applications.

Help and support can be supplied to introduce the duties and performance of duties.

Knowledge of Quick books helpful but can be learned.