

**Grace Episcopal Church
Ministry Role Description
2025**

Ministry name – Treasurer

Leader/s name, email address, phone number – Jeff Irby jeffirby@gmail.com (404) 210—6506

Leader role, responsibilities and duties

- Review financials of Grace Church in co-ordination with Parish Administrator, bookkeeper and Committee for Administration;
- Produce monthly Income Statement Balance sheet and Revenue Comparisons with previous year; report to vestry;
- Prepare monthly Treasurer's Report that details any variances with the annual budget and any individual Balance Sheet;
- On a monthly basis sign checks prepared by bookkeeper that are paid to staff, vendors, utilities, insurance providers, program committees Outreach, Yard Sale;
- Make certain that a check request is properly prepared and that invoice (where applicable) accompanies the check request;
- Review bank statements and credit card bills, match credit card charges with invoices and check requests;
- Serve on the Finance Committee and provide financial information that is requested;
- Help in constructing annual budget;
- Serve as liaison with Historic Christ Church; stay current on HCC financials;
- Post financials for Grace Church and Yard Sale in Grace House on a semi-annual basis.