

Staff Duties

October 2010

Assistant Treasurer

Joan DeCelles

Manage day-to-day operations of the finance office

Process payroll for diocesan employees

Monthly parish apportionment billing

Maintain Detail Budgets, both current and projected

Administer medical, dental, pension, and long-term disability benefits for diocesan clergy and diocesan staff

Workers compensation and property insurance

Compile and file quarterly and year-end tax reports

Maintain personnel records

Sign checks

Notary public

Compile daily accounts receivable and accounts payable

Manage interaction with computer and network vendors

Compile quarterly DIT reports

Review annual parish reports

Staff support for;

 Commission on Supplementary Benefits

 Parochial Report Review Committee

Finance support for Episcopal Charities;

 Process accounts payable and general ledger entries

 Bank reconciliation

 Process monthly reports

Assume duties of the Comptroller when on leave

Assist Comptroller and Treasurer as requested