



Service Opportunity

Altar & Rosary Treasurer

Position Title: Treasurer

Reports to: Julie Hecker, A/R President

Length of Commitment: 2 years

Job location: In-home accounting; Marian Hall (for monthly meetings)

Position duties:

- Have charge of all funds, which the Altar and Rosary Society shall possess and shall follow the finance procedures mandated by the Archdiocese of Denver
- Keep proper books of accounts, all parish statements, copies of check requests and deposits that are turned into the parish.
- Reconcile copies of parish check request and deposits to the parish with monthly statements from St. Mary's accountant.
- Receive all membership dues
- Receive all monies from special projects
- At the end of her term of office all books, Parish statements, treasurer reports, computer, etc. shall be turned over to the new Treasurer
- Arrange for a monthly Mass to be said for the Living and Deceased members of the society

Details of Position:

- 1) The Society shall meet once a month, September – May (not Dec.).
- 2) Officers will meet ten days in advance of each Society meeting.
- 3) Treasurer will meet with the President as needed for issues related to funds.
- 4) Treasurer may need to meet with the Parish accountant to reconcile or review funds.