



## **Finance Administrator**

### **Terms:**

This is a 1 year contract position (20 hrs./wk) with option for renewal pending direction from Lead Pastor.

### **Responsibilities:**

Reporting to the Lead Pastor (LP), the Finance Administrator provides leadership and direction to the development of financial administration and other processes as directed by LP to:

1. Ensure organizational stewardship; and,
2. Enable the LP to freely pursue his main duties.

### **Specific Duties:**

#### **Administration:**

##### **The Finance Administrator will:**

- Meet regularly with the Lead Pastor to submit status reports on financial matters. Will play point person on some administrative projects as directed by the LP.
- Manage the record keeping process for all aspects of the human resource function for the staff: personnel files, salary records, job descriptions, benefit files, RRSP files, and payroll documentation.
- Will work with PurelyHR to maintain staff vacation, sick, lieu days as well as unpaid leave.
- Address and follow up on all legal and insurance issues (routine and non-routine).
- Oversee the annual meeting administrative process including: church audit, receipting and budget summary.
- Liaison with auditor in the annual audit report.
- Serve as a resource to the Elders, LP & Finance Team in the preparation of FOCUS meetings as required.

### **Accounting:**

##### **The Finance Administrator will:**

- Oversee accounting volunteers in the routine process of payables, receivables, and monthly financial statement preparation/distribution. Will directly address problems, issues, and tasks that require financial problem solving and decision-making.
- Submit financial reports as required by finance team and LP.
- Manage monthly/annual "employee compensation process" ensuring accuracy and clarity.
- Communicate with staff directly regarding changes or questions related to accounting procedures.
- Analyze financial status of church each month and review leading indicators with LP and Finance Chair for decision-making and strategy.
- Oversee annual receipting process and volunteers; manage designation funds as directed by Finance Chair.
- Provide effective fiscal monitoring & administration of financial controls as required by Finance Team & LP.
- Support the Finance Team and regularly attend finance meetings.

**Education/Experience:** Strong and proven background in administrative work, fiscal responsibility, basic accounting. Familiarity with major software packages critical (Office, QuickBooks, etc).

**Character:** Proven integrity, servant leader, possesses character traits found in I Tim 3:1-6.

**Accountability:** Direct report to the Lead Pastor.

**Starting Salary:** will be based on several factors including previous work and/or ministry experience and educational accomplishments.

**Benefits:** 2 weeks' vacation.