



NAME: **INCUMBENT**

POSITION TITLE: **FINANCIAL ADMINISTRATOR**

POSITION SPECIFICATION: **August 2023**

Review: Annually

REPORTS TO: **EXECUTIVE PASTOR**

ACCOUNTABILITY

- Will ensure that the financial management of PPC's funds are inputted correctly, kept in proper order (accountability) and updated consistently
- Will provide financial reporting monthly to the Board Treasurer, Lead Pastor and Executive Pastor
- Will provide financial statements to the Board Treasurer, Lead Pastor and Executive Pastor
- Will provide departmental statements, when needed, to the Board Treasurer, Lead & Exec Pastor
- Will collate and coordinate financial data for the Auditors
- Will make preparation for the Annual Congregational Business Meeting
- Will assist in preparing an Annual Department Budget for the Annual Church Budget
- Will assure the financial integrity of the documents presented
- Will be committed to the principles, policies and procedures of PPC
- Will be committed to the leadership and direction of the Lead Pastor as the final authority

TASKS AND RESPONSIBILITIES – FINANCIAL ADMINISTRATION

FINANCIAL MANAGEMENT

- Oversee Financial Management of Systems and Procedures for PPC
- Responsible for maintaining adequate financial records and accounting as required by the Public Trustee of the Province of Ontario and the Ministry of Revenue of the Federal Government
- Oversee daily Bookkeeping and Financial records; Accounts Payable and Accounts Receivable
- Prepare monthly financial reports for the Board of Deacons as requested by the Treasurer, Lead Pastor and/or Executive Pastor.
- Preparation of Annual Financial Report and ensure that all records are in good order for the annual independent audit of the Church books and records
- Ensure that all monies are deposited in PPC's authorized financial institution
- Verify that the Counting Teams, Ushers, and Others handling such funds do so according to the policies/procedures as instituted in the PPC General Policies and Procedures

- Provide reports regarding the expenditure of funds in accordance with the approved budget to the Lead or Executive Pastor
- Oversee financial management of invoices from service contracts, equipment purchases, leases, utilities, tenants, etc.
- Prepare reimbursement or payment cheques as approved for invoices/payments
- Give oversight to ensure accuracy of Financial Data
- Responsible for the recording of donor contribution and ensure that donors receive Receipts for Income Tax purposes on or before February 28 of each year
- Government reporting: prepare applications for GST & PST rebates, ensure that Revenue Canada remittances for all employees are calculated and remitted in a timely manner
- Prepare annual T4s for staff and ensure that the T3010 Charities Reports are filed within six months of fiscal year-end
- Prepare government forms for Clergy Resident Reduction (T1223)
- Prepare government submission for Summer Student grants and administrate student payments
- Oversee all church records and financial records and regulatory requirements

PAYROLL

- Personally ensure required payroll activities and protection of privacy
- Oversight of Payroll Company currently conducting payroll for PPC, by providing necessary data
- Facilitation of PAOC Pension Plan and Insurance Benefits for individual employees

OTHER

- Other financial duties as required and assigned by Lead Pastor or the Executive Pastor

KEY SKILLS REQUIRED:

- 10 years of experience as Bookkeeper in a leadership capacity
- Solid financial and administration skills
- Strong abilities and experience in working with multi staff
- Excellent leadership in the financial department and excellent communication of requirements
- A willingness and ability to pioneer new things and inspire others to new financial initiatives
- Solid integral work ethic and willingness to do what it takes to get the job done

TECHNICAL PROFICIENCY

- Excellent knowledge in facilitating accounting procedures (ie: Accounts Payable, Accounts Receivable, Balance Sheets, Financial Statements/Reports, etc.)
- Proficiency in Quickbooks (Online version)
- Excellent working ability in Microsoft Programs (Excel, Word, etc.)

APPLICATION DETAILS

Forward Resume to Rev. Dennis Oxford at doxford@ppclife.ca.