

Accounting Manager

Position Summary:

The Accounting Manager is responsible to the Lead Pastor or his designate for the day –to –day Accounting and Financial management of the church

Organizational Relationships

The Accounting Manager reports to and is under the direction of the Lead Pastor, or his designate. This position works closely with the treasurer, staff and volunteers. Peers of this position are:

- Associate Pastor
- Worship Arts Director
- Next Gen Pastor
- Children's Pastor
- Pastoral Care Director

The Accounting Manager supervises the:

- Donations Specialist
- Administrative staff
- IT Support contract personnel

Job Responsibilities and Duties:

Financial Management:

- Prepare the annual budget for approval by the Board of Directors and congregation
- Implement the approved budget as directed by the Senior Pastor or his designate
- Preparation of monthly financial reports with commentaries on actual to budget
- Maintaining a proper cash flow forecast and controls to meet obligations
- Partnering with the church treasurer to maintain an accounting system for the church, preparing bank reconciliations, general ledger review and a strong internal control environment
- Overseeing the receipt, deposit and disbursement of all church funds including banking operations and reconciliations
- Overseeing the charitable contribution record system and software, annual donor receipting and directing its operations
- Overseeing the purchasing process ensuring proper approval of expenditures and maintaining vendor relationships
- Preparing schedules and working papers for the annual audit of the church's financial records
- Maintaining operating and capital budgets, property, equipment and amortization schedules
- Ensuring all governmental tax filing and reporting (payroll taxes, GST/HST, T4, T3010, T1235, T1236, etc.,) are promptly paid and timely filed
- Oversee invoice processing and payments
- Oversee the management and processing individual Visa Statements

Personnel Administration:

- Administering the payroll for church employees
- Benefits and RRSP coordination and submission
- Maintaining and filing personnel and payroll records
- Ensuring the church's compliance with Canada Revenue Agency, Ministry of Labour and applicable Canadian laws

Office Management:

The weekday operation of the church office, and supervises the office assistants, volunteers, IT contractor and other office personnel as assigned

- Overseeing the filing, retrieval and file retention systems for electronic and paper files and documents

Contracts

- VENDOR - In conjunction with Facilities Manager and other parties, coordinate contracts and maintain file (eg Landscaping, Snow Removal, School? Canon Photocopier, Fire Safety, Elevator Maintenance, Miller Waste, etc
- Spirit of Math Tenant

Computer Systems Management:

Supervise outside IT contractor

- Ensuring that proper computer backup is routinely maintained
- Overseeing the churches computerized financial and membership database
- Monitoring all office and computer equipment and establish a computer repair, maintenance and replacement schedule as necessary

Reporting and work schedule:

- The Accounting Manager reports to the Lead Pastor or his designate
- The Accounting Manager position is part time at 22.5 hours per week

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Commerce
- Professional accounting designation (e.g. CPA, CA, CMA, CGA) required
- Minimum 5 years of demonstrated experience in financial management and reporting
Minimum 3 years of experience in people management
- Working knowledge of SAGE 50
- Working knowledge of Planning Center
- Proficient with Microsoft Office

If you are interested, please email your resume to tteigen@whitbychristian.com