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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **Financial Admin JOB DESCRIPTION** |

**POSITION TITLE:** Finance Support **EMPLOYEE:**

**REPORTS TO:** Assistant Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ● 12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ● Part Time **Hours per Week:**  approx. 8hrs @ $\_\_\_\_\_\_\_
5. **Compensation:** ○ Salary ○ Hourly ● Contract: $\_\_\_/month
6. **Holidays:** ● No ○ In accordance with BC labour requirements.
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to carry out administrative tasks as they relate to the finances at The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**
* Book keeping experience with Quickbooks experience (or similar)
* Post-secondary education
* Current criminal record check
1. **Competencies (Skills, Knowledge, Abilities, Training)**
	* Display of the highest level of trust, discretion, and corporate accountability to protect themselves and the church.
	* Have a basic understanding of finances within a charitable status church environment.
	* Have a basic understanding of record keeping and financial systems.
	* Quickbooks and/or other accounting software expertise.
	* Computer and admin skills (scheduling, ordering, and posting)
2. **Commitment**
* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastor Staff, Ministry Team, Pastor’s Council,
2. **External:** External Vendors, Bank, Merchant Services, Credit Card, etc.

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $50 unless pre-approved by the Assistant Pastor.
2. **Custody:** Masterkey holder, Safe Access, Financial Systems and Banking
3. **Systems:** Alarm and Merchant Services, Signing Officer on Church Bank Accounts, Breeze church management, Quickbooks, Planning Center, Tithe.ly

**KEY MANDATED RESPONSIBILITIES:**

* Ensure the regular duties of **Accounts Receivable** are carried out*.*
	+ Perform batch settlements on all Moneries terminals.
	+ Perform till settlement including cash and coins.
	+ Online/mobile/Tithe.ly giving management
	+ Perform weekly bank deposits.
	+ All other accounts receivable duties.
* Ensure the regular duties of **Accounts Payable** are carried out*.*
	+ Write cheques on a weekly basis to match approved expense reports.
	+ Ensure payroll is completed in a timely manner.
	+ Ensure all external invoices are paid in a timely manner.
	+ Reconcile church credit card charges.
	+ Verify expenses and invoices are legitimate and proper.
* Carry out general **Book Keeping** duties:
	+ Ensure the organization of all finance related documents and invoices.
	+ File and record all physical receipts.
	+ Prepare and issue year end charitable giving and receipts for Donors.
	+ Track and record all donations in donor accounts.
	+ Follow up with problematic / incidental transactions.
	+ Take steps towards becoming more familiar with Quickbooks, Emanant, Excel and Planning Center church management software.
	+ Ensure Coffee bar has a sufficient float for all services / events.
	+ Help in preparing The House for year-end review and next year budgeting.
* Serve as a ***key member of the Ministry Team***, acknowledging at times we all support one another and work together in areas that are outside our direct and regular responsibilities.
	+ Participation in Ministry Team meetings, Prayer Nights, special events, etc
* Complete other duties as assigned by the Pastoral Team.

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Ensure all the financial responsibilities of The House are accounted for.
* Ensure financial obligations are met in a timely manner.
* Participate in leadership meetings for The House.
* Strategize with Pastoral Team on ways we can be more efficient and effective in our financial systems.
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Ensure assigned administrative tasks are carried out in an efficient and timely matter.
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date