

## **Community Pentecostal Church** **Assistant Pastor – Finance & Administration.**

### **Purpose:**

Reporting to the Lead Pastor, the Assistant Pastor - Finance and Administration is responsible to manage delegated operational and financial aspects of Community Pentecostal Church.

### **Responsibilities:**

#### ***Operational***

1. manage use of facilities and equipment:
  - a. maintain Master Facility Use calendar;
  - b. process usage requests (Applications and Contracts);
  - c. ensure operational readiness of office equipment (photocopier, telephone);
  - d. perform orientation of new staff with respect to administrative practices; ensure personnel file is initiated;
  - e. work with IT Committee re computers and telephone,
2. manage building security;
3. manage use of the corporate credit cards & petty cash;
4. manage ordering:
  - a. Office supplies;
  - b. Kitchen supplies;
  - c. Communion supplies;
5. maintain records:
  - a. Official Membership list;
  - b. Member and adherent data
  - c. Church Registry (Births, Dedications, Baptisms, Marriages, Deaths);
  - d. Contracts & Services (insurance, snow plowing, carpet cleaning, lawn care, etc);
  - e. Operational Documents (eg. operating manuals, warranties, service records, etc);
  - f. Current official copy of Policy Manual;
  - g. Maintain the Inventory;
  - h. Oversee Archive Committee and Archives;
6. assist with the preparation of Authorization for Payment/Reimbursement/Advance forms, or cause them to be prepared;
7. contribute and assist in coordinating ABM report and communications
8. perform other related duties.

#### ***Human Resources***

1. Prepare and administer Employment Agreements;
2. Prepare and conduct competitions;
3. Maintain Personnel files:
  - a. ensure files are complete and current;
  - b. manage leave records system;
  - c. enter annual performance review reports.

#### ***Financial***

1. Income/Disbursements:
  - a. process all invoices for payment;
  - b. process corporate credit cards usage and payments;
  - c. prepare cheques for signing;
  - d. enter deposits/disbursements into accounting system, including those of ministries with separate bank accounts;
  - e. reconcile accounting system with bank statement monthly;
  - f. record adjustments in the accounting system for returned or cancelled cheques;
  - g. prepare monthly financial reports and balance sheets;
  - h. prepare quarterly and other reports as requested by Treasurer or Assistant Treasurer;
  - i. prepare receipts for donors;
  - j.

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2. Payroll:
  - a. prepare salary, as well as car and housing allowance cheques, as instructed by Treasurer or Assistant Treasurer;
  - b. record all salary and benefit amounts in the accounting system;
  - c. calculate and remit CPP, EI and Income Tax deductions to the CRA;
  - d. record all insurance, long term disability and other amounts paid monthly by automatic bank deduction;
  - e. calculate and remit pension /RRSP amounts;
  - f. issue T4, T4A and T5 slips;
3. Enter charitable giving data from envelopes into the offering recording system
4. Other:
  - a. prepare annual financial statements;
  - b. prepare GST and Ontario Retail Sales Tax rebate applications;
  - c. assist the Treasurer with the annual call for budget submissions ;
  - d. assist with annual budget submissions for Departments;

### ***Pastoral***

1. Communication
  - a. preaching as needed;
  - b. devotionals for Volunteer sessions;
  - c. MC for Sunday service;
2. Ministry
  - a. provide oversight of ministries related to the position
  - b. initiate ministry based on skill set
  - c. pastoral care
  - d. building teams of volunteers
3. Other
  - a. contribute to initiatives involving entire pastoral staff;
  - b. perform other duties as necessary

### **Qualifications:**

#### ***Skills:***

1. working knowledge of applications such as Microsoft Office, Teams, Planning Center, Paypal;
2. working knowledge of accessing the Internet and using related applications;
3. ability to manage and empower volunteers;
4. ability to manage resources in an office environment;
5. good working knowledge of accounting procedures (financial certification preferred)
6. understanding of charity laws as pertaining to churches;
7. ability to use Sage 50 effectively;
8. knowledge of Planning Center would be an asset;
9. ability to work in a multicultural setting

#### ***Personal attributes:***

1. a credential holder with the PAOC;
2. self-motivated with an ability to work with minimal supervision;
3. ability to interact well with people, keep confidences and use discretion;
4. willingness to learn;
5. strong organizational aptitude;
6. ability to multi-task;
7. Minimum 5 years of related, practical experience;
8. possess a valid Police Check or be willing to obtain one.

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**Conditions of Employment:**

This is a regular employee, indeterminate, full-time position. Salary level will depend on qualifications and experience. Details of salary and benefits will be conveyed in an employment agreement.