

# JOB DESCRIPTION - FINANCIAL ADMINISTRATOR

## POSITION SUMMARY

The Financial Administrator processes the day to day financial transactions of Fort Langley Evangelical Church (FLEFC), payroll and government reporting and works with the Stewardship Team in establishing and managing the FLEFC budget. The major areas of responsibility include:

## Responsibilities

### A. *Finance and Stewardship:*

1. Process receipting and payment of all bills, invoices and cheque requisitions.
2. Maintain all bookkeeping functions, including month end bank, credit card and mortgage reconciliations and financial statements.
3. Provide monthly financial statements and year-end financial reconciliations and statements for the Stewardship Team.
4. Oversee financial deposits and receipting (including ongoing communication with a representative of the Stewardship Team.
5. Prepare interim financial statements for congregational meetings (3 per year).
6. Work with the Stewardship Team to formulate an annual budget for the Team's and Board's review
7. Process payroll (including entry of new employees), updating continually with any changes to staffing, benefits, taxes, clergy housing, RRSPs, etc.

### B. *Annual Reporting:*

1. Book and follow up on an annual financial review or audit with a qualified Bookkeeper or Accountant, in conjunction with the Chair of the Stewardship Team.
2. Ensure completion of required government reports for second signature, including but not limited to:
  - annual Federal charitable return (T3010) form prior to (June 30)
  - annual business report to the BC Government
  - annual Permissive tax exemption form to Township of Langley
  - annual WorkSafe BC report

## Position Requirements

- a living, vibrant, growing relationship with Jesus
- adherence to and living according to the Evangelical Free Church of Canada Statement of Faith
- organized, effective and self-directed
- competent with computer programs such as 'Word' and 'Excel'
- competent in bookkeeping and accounting practices using accounting software such as 'QuickBooks'; experience with online forms and payments
- pleasant and personable in dealing with the public on the phone and face to face.
- demonstrated ability to maintain confidentiality
- preferably an adherent or member of FLEFC
- 3-5 + years' experience in office administration with finance responsibilities

## Supervision

**Given to:** None permanently; volunteers as required

**Received from:** Office Administrator