

Finance & Human Resources (1-Year Term; Parental Leave)

Job Description

The Finance and Human Resources Support person will work primarily to provide oversight and support to the areas of human resources, accounts payable, and donations, and act as liaison to Agile BK (the church's online bookkeeping and payroll service provider).

Job Specifics:

Finance

- Prepare and make payments to vendors
- Make bank deposits
- Track and record donations and all other revenues
- Liaise with donors and also issue charitable donation receipts annually
- Prepare billings for rental groups and manage any related accounts receivable
- Determine month-end adjusting and accrual entries and preparation of same
- Liaise between Agile BK (Bookkeeping & Payroll) and the employees of MCA Church
- On an ongoing basis, oversee and ensure overall accuracy and completeness of bookkeeping
- Liaise with the Lead Pastor and Board Treasurer and provide monthly financial reports out of QuickBooks Online
- Annually liaise with the church's accountant and prepare/provide all year-end supporting documents, schedules, and reconciliations as requested by the church's accountant

Human Resources

- Manage employee benefits by liaising with the Church's District Office
- Onboard new employees (payroll and benefits)
- Assist in Clergy Residence Deduction forms (annually)
- Prepare and file Records of Employment with Service Canada
- Keep employee files

Qualifications & Skill Sets:

- Bookkeeping experience (general knowledge required, not-for-profit experience preferred)
- Experience with QuickBooks Online
- Human Resources experience is an asset, but not required
- Strong computer skills with experience using online software systems (i.e. Excel, Office, Plooto, etc.)
- Organizational and administrative skills

Time:

Anticipated to be in the range of 16 - 20 hours / month depending on the time of year. This position can include a mix of remote and in person work.

Pay Rate, Vacation:

- \$30 - \$36 / hour
- Vacation pay/paid vacation time off equivalent to 6% of annual wages