



Position Description - Canadian Headquarters

Date	September 05, 2019
Title	Administrative & Bookkeeping Support (Entry Level)
Education Requirements	College Diploma or Bachelor's Degree desirable
Experience Required/Desired	1+ years desirable
Immediate Supervisor	Accounting & Administrative Specialist
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <input type="checkbox"/> Part Time (under 20 hours per week)

Employment Summary	<ul style="list-style-type: none"> • The administrative and bookkeeping person provides support for the Canadian Church Office as well as the Mission Centres and any of the Project initiatives that part of the Church's mission. • The administration role may include tasks such as updating and filing documents, reporting, data entry, customer service (Congregational Officers and members) and other tasks related to office organization. • The bookkeeping responsibilities may include bank deposits, monthly reconciliations, AP & AR, data entry into the Shelby system and other general accounting functions performed in support of the Canadian Church, Mission Centres, and Congregations • This position will be at the Canadian Head Office which is found at 129-355 Elmira Road, in Guelph Ontario
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<p>Essential Functions</p>	<p>Required:</p> <ul style="list-style-type: none"> • Responsible for day to day administrative tasks and general bookkeeping, including reconciling of accounts to ensure accuracy • Responds to requests for information from the Administrative & Accounting Specialist and Bishop of Canada with the goal of helping to meet all deadlines. • Provides support in supplying financial information for various church leaders with the goal of providing useful information for managing church activities. • Follows policies and procedures of the church and regulatory groups with the goal of full compliance of all financial activities of the church. • Supports the Administrative & Accounting Specialist and the Bishop of Canada in the development of the annual Canadian and Mission Centre Budgets. • Supports the internal audit functions provided to Mission Centres, campgrounds, affiliates, and various accounts of the church, including review of internal control policies and procedures and compliance with church policy. • Supports the Mission Centre Financial Officers in providing bookkeeping and administrative support for Congregational Financial Officers in their accounting, reporting, and compliance responsibilities. • Ability to balance and organize priorities. • Strong capacity to plan and prioritize workload and responsibility • Functional/Technical Skills (as related to bookkeeping and financial management tasks) • Excellent written and verbal communication skills, especially knowing what needs to be communicated and when • Understanding the importance of confidentiality and integrity • Strong computer skills, including some proficiency in spreadsheet management applications (Excel in particular)
<p>Competencies/Skills</p>	<p>Required:</p> <ol style="list-style-type: none"> 1. Ability to participate as an effective team member 2. Ability to balance and organize priorities 3. Strong capacity to plan and prioritize workload and responsibility 4. Functional/Technical Skills (as related to bookkeeping and administrative tasks) 5. Excellent written and verbal communication skills, especially knowing what needs to be communicated and when 6. Understanding the importance of confidentiality and integrity 7. Strong computer skills, including some proficiency in spreadsheet management applications (Excel in particular) <p>Desired:</p> <ol style="list-style-type: none"> 1. Ability to innovate and find new ways to improve processes through the use of technology and other best practice improvements

Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Ministerial Status	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt