



## Position Description - Canadian Headquarters

<b>Date</b>	January 01, 2023
<b>Title</b>	Administrative & Bookkeeping Support (Entry Level)
<b>Education Requirements</b>	College Diploma or Bachelor's Degree desirable
<b>Experience Required/Desired</b>	1+ years desirable
<b>Immediate Supervisor</b>	Accounting & Administrative Specialist
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

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

<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Other Duties</b>	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.
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
<b>Ministerial Status</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt