



## The United Church of Canada Position Description

<b>Position Title:</b> Financial Administrator	<b>Evaluation Category:</b> 3
<b>Reports to Position:</b> Regional Council Executive Minister	<b>Direct Reports:</b> none
<b>Unit/Regional Council:</b> Northern Spirit, Living Skies and Prairie to Pine Regional Councils	<b>Date Last Reviewed:</b> May 2025

### Context

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support Communities of Faith within its bounds and provide necessary oversight.

Northern Spirit, Living Skies and Prairie to Pine Regional Councils are composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

### Position Purpose

The Financial Administrator will provide efficient and effective financial accounting functions to the Regional Council Executive Minister for Northern Spirit, Living Skies, and Prairie to Pine Regional Councils

### Primary Areas of Responsibility

#### 1. Bookkeeping, Accounting: (80%)

- Efficient bookkeeping and accounting skills and knowledge, following generally accepted accounting practices are required to maintain accurate financial records in preparation for financial reports to the Regional Council Executive and various committees;
- Ensure the maintenance of accurate accounting practices and ledgers (journal entries, requisitions, banking, invoicing, cash flow) for the Regions, following generally accepted accounting principles and practices;
- Review, and process all expenditures and other financial transactions to ensure compliance with appropriate church policies and practices and with generally accepted financial practices (includes paying of accounts, issuing cheques, issuing receipts, etc.);
- Apply for applicable refunds, such as GST, HST etc.;
- Prepare materials for budgeting purposes for the Executive Minister and Treasurers;

- Prepare monthly financial reports, bank and investment reconciliations, and report on accounts for the Treasurers, Executive Minister, committees, program staff in a timely and as needed manner: prepare financial reports for Regional Council Executive meetings; annual financial reports and other timely reports as requested and approved by the Executive Minister;
- Operate a computerized accounting system, preparing all transactions and creating all accounting records; (Simply Accounting, Sage, Excel);
- Be a signing officer of the Region;
- Liaise with investment companies and banking institutions in compliance with the United Church of Canada Investment Policy as directed by the Regional Council Executives;
- Prepare year end reports for the Auditor and ensure a clean audit; Maintain liaison with external auditors, and preparation of timely and well-prepared reports;
- Prepare and submit to Canada Revenue Agency, the annual T3010A Charity return and T4A (Bursary Fund) with appropriate reports;
- Process, track and be responsible for registration for Annual Meeting, Workshops, and other Conference events, booking spaces and other preparation as requested; and making travel arrangements;
- Monitor special funds;

## **2. Regional Council Executive and Treasurer Support (10%)**

- The staff resource work of finances with the Regional Council Executive and volunteer Treasurers including, assisting with budget preparation and tracking, gathering financial information for various staff people and Committees, Networks, and Task Groups within the structure, and responding to financial enquiries.

## **3. Grant Committee Support (10%)**

- The staff resource to the Grants Committee, including assisting with Mission and Service Grant Applications and Capital Assistance Program Applications, tracking of applications, and reporting to the Committee.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

## **Position Qualifications**

### **Education**

- Post-secondary education in Accounting, Business or equivalent.

### **Experience**

- Minimum 2 years of bookkeeping and/or general accounting experience or the equivalent combination of education and experience; Experience in a not-for-profit setting is desirable.

### **Skills and Abilities**

- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, Sage/Simply Accounting;
- Well-developed administrative, planning/time management, problem-solving, organizational and follow through skills, with the ability to juggle multiple tasks at the same time;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving;

- Excellent communication skills interpersonal, verbal and written, including writing, editing, proofreading with strong attention to detail;
- Flexibility with the ability to effectively and positively deal with changing situations or priorities;
- Ability to listen carefully and respond effectively;
- Ability to work independently as well as in a team environment with a commitment to team approach and collaboration with colleagues;
- Excellent research skills with the ability to collect, analyze data and write routine reports, draft letters, correspondence;
- Ability to work in both official languages is an asset; and
- An understanding of The United Church of Canada priorities, programs and structure are assets;

### **Personal Characteristics**

- Alignment with the vision and values of The United Church of Canada

### **Working Conditions**

The United Church of Canada has adopted a hybrid workplace model and thus providing flexibility for this position. The incumbent will work from both a home office and occasionally, as required, from the Regional Council Office. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using assistive devices or technologies, intermittent physical activity including sitting, standing and being on a call for long periods of time will be required. Occasional additional hours and attendance at occasional evening and weekend meetings may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.