



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Associate Finance Director

CAMPUS: Downes Road Campus
DEPARTMENT: Administration
REPORTS TO: Finance Director
ALLOTTED HOURS: 40 hours/week
POSTED: February 8, 2021
ANTICIPATED START: TBD

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS

The Associate Finance Director will provide support to the Finance Director and Executive Pastor of Administration in all areas of bookkeeping and accounting.

MINISTRY RESPONSIBILITIES

1. GENERAL LEDGER:

- a. Calculate and process month end entries.
- b. Reconcile bank accounts.
- c. Process journal entries.
- d. Reconcile balance sheet accounts regularly.
- e. Update and reconcile spreadsheets for several accounts including fixed assets.
- f. Review all accounts regularly.

2. REPORTS AND BUDGET

- a. Assist Executive Pastor of Administration with budget and enter the new budget at the beginning of the fiscal year.
- b. Produce financial statements monthly for the Executive Pastor of Administration and each department.
- c. Produce special reports as requested.
- d. Prepare and submit GST rebate semi-annually.
- e. Provide all year end information / spreadsheets for accountants review.
- f. Prepare T3010 after the financial statements are approved.

3. ACCOUNTS PAYABLE AND RECEIVABLE

- a. Oversee AR and AP, provide advice and backup to the support staff
- b. Oversee expense reports, ministry allowances and Northview financial benefits
- c. Process AFT payments for payables
- d. Oversee and pay by AFT the monthly support payments



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4. PAYROLL

- a. Process payroll semi-monthly and pay remittances
- b. Calculate and submit Pension Plan contributions monthly, WBC quarterly
- c. Calculate and submit Employer's Health Tax quarterly
- d. Benefit Plan administration.
- e. Produce T4, T4A, T5 and T5007 slips at year end

STATEMENT OF RELATIONSHIPS

The Associate Finance Director reports directly to the Finance Director. The Finance Director reports directly to the Executive Pastor of Administration. The Executive Pastor of Administration reports directly to the Lead Pastor and Council of Elders.

QUALIFICATIONS

- Accounting and finance knowledge.
- Payroll experience
- Experience with programs such as QuickBooks Pro, Xero and Planning Centre
- Proficient in Excel and Google Docs

PERSONAL CHARACTERISTICS

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for good stewardship
2. Has integrity
3. Analytical
4. Deadline oriented
5. Able to communicate effectively.
6. Agrees doctrinally with church leadership on primary and secondary level beliefs.
7. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview his/her home church.