



Job Title: Finance Administrator

Status: Full Time, 32 hours/week

Working Days: Typically, Monday to Thursday; a spirit of flexibility is expected

About Southridge Community Church

Our church exists to foster a lifestyle of full devotion to Jesus Christ that shares His love across the Niagara Region. As a multi-site community with three locations (St. Catharines, Welland and Vineland), where each is most defined by its missional “Anchor Cause” of compassion and justice (including the largest homeless shelter in the Niagara Region).

Role

The Finance Administrator performs financial activities related to the various ministries of Southridge, including (but not limited to) donation administration, general accounting, and budget planning. As a part of the Ministry Services department, this role functions as part of a team of operational directors and managers supporting the other departments and programs of Southridge Community Church, including Homelessness Services.

As with any of our staff roles, we’re looking for someone with *Character* that pursues Christ, *Competency* to do the job, *Chemistry* that gels with our staff, and a solid fit with our *Culture*.

Requirements

- Detail oriented with the ability to multi-task
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines
- Must be proficient in Microsoft Office applications
- Degree/diploma in Business/Finance/Accounting or equivalent education or experience
- Experience with Sage 50, BusinessVision or Spire is considered an asset

Responsibilities

- **Payroll Administration**
 - Payroll Entries in Accounting Software (Spire)
 - Inter-departmental payroll entries – monthly
 - EHT tracking and remittance
- **Donation Administration**
 - Process Donations – Electronic, Cheque and Cash
 - Donation trends reporting – weekly
 - Prepare and send Giving Updates to Donors
 - Prepare and send Donation tax receipts
- **Accounting Functions**
 - Accounts Receivable
 - Accounts Payable



- Month End Processes
- Capital Asset Listing and Statement of Values Management
- Work with Accounting Firm to conduct annual audit
- Budget development process support and implementation
- **Reporting**
 - Shelter Quarterly Funding Reports for Region, Agency Partners etc.
 - Monthly Reporting to the Leadership Team and Board of Elders
- **Volunteer Team Development**
 - Build volunteer teams, equipping and empowering them to serve and lead within this ministry fostering ownership and value among those involved
- **Other**
 - Actively participate in and contribute to Ministry Services Team meetings, staff meetings and staff retreats, as required

Relationships

Reports to: Ministry Services Director

What We Offer

Southridge is a certified “Best Christian Workplace” committed to a flourishing workplace culture.

We offer a competitive benefits plan and RRSP matching program.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At Southridge, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.

To apply email careers@southridgechurch.ca