



# FINANCIAL COORDINATOR

## JOB DESCRIPTION

**ACCOUNTABLE TO:** National Director (ND), Diaconal Ministries Canada (DMC)

**STATUS:** Part Time (up to 25 hours per week)

**COMPENSATION:** TBD

### PRIMARY RESPONSIBILITIES:

- **Develop, maintain, and manage DMC's financial systems including the administration of DMC's QuickBooks online program. This work includes creating budgets, preparing for the annual financial audit, organizing the finance committee reports, processing ministry share invoices, monitoring accounts receivable, processing accounts payable, and providing regular updates.**

### PRIMARY DUTIES

#### 1. Financial Management:

- a) Assist the ND in preparation and development of the annual DMC/NewGround budget
- b) Monitor and process all income and expenses and provide monthly reports for the ND
- c) Issue annual Diaconal Ministry Shares invoices to churches, track income, and provide follow-up (including phoning churches) as needed
- d) Maintain internal financial reports (including Diaconal Coaches T4A eligible earnings, NewGround offering donations, Ministry Shares remittances and cumulative monthly expense reports)
- e) Oversee daily financial activities (deposits, receipts, Accounts Payable/Accounts Receivable, expense reimbursements, petty cash etc.)
- f) Track all financial transactions in QuickBooks online
- g) Import financial data to Keela, our Customer Relations Management (CRM) platform, and support the Office Assistant in the maintenance and administration of Keela
- h) Liaison with CRC Payroll Administrator for payroll approvals and group plan matters
- i) Support the Office Assistant with the accreditation renewal (filed annually) with the Christian Reformed Church in North America (CRCNA) Director of Finance
- j) Lead the preparation and filing of reports for the CRA and Provincial Ministries (e.g. Diaconal Coaches T4As, GST/HST rebates, and Annual T3010 return)
- k) Prepare requirements and documentation for annual audits and meet annually with auditor
- l) Participate in the development of strategies for making better use of existing funds and generating new funds

## **2. NewGround Program Assistance:**

- a) Administer all financial aspects of the NewGround grant program

## **3. Administrative:**

- a) Provide technical financial support to DMC staff
- b) Answer and appropriately handle inbound financial calls/correspondence and respond to requests as necessary
- c) Develop and expand the use of QuickBooks online (or similar) to meet the ongoing and expanding organizational needs of DMC
- d) Perform research projects/reports as requested by the ND
- e) Other duties as may be periodically assigned by the ND

## **4. Annual General Meeting, Board, and Committee Oversight:**

- a) Prepare, organize and present financial details for the DMC Finance Committee, NewGround Committee, Board of Directors, and the AGM
- b) In cooperation with DMCs Communications Coordinator provide a clear financial picture for DMCs annual report
- c) Attend committee and board meetings as necessary

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- a) Committed to Jesus Christ and able to recognize that this position contributes to the work of building God's Kingdom
- b) A good understanding of and experience with budgets, generally accepted fiscal policies and procedures, and fiscal management tracking systems
- c) Advanced computer skills. Proficient in all aspects of QuickBooks online, G-Suite and MS-Office (especially Excel)
- d) Strong written and verbal communication skills; proven ability to effectively organize and manage multiple responsibilities daily
- e) Ability to manage project workflow and multitask under tight deadlines
- f) Professional, proactive, cooperative demeanor; flexible and adaptable team player
- g) Disciplined, self-motivated workstyle; able to function well with limited supervision
- h) Demonstrated organizational, time management and leadership skills
- i) Understanding of, and passion for, diaconal work in the CRC in Canada
- j) Grant writing and fundraising experience would be beneficial

## **EDUCATIONAL REQUIREMENTS (or equivalent experience)**

- a) General accounting diploma or bookkeeping certificate with 5 years' experience is preferred
- b) 5 years' work experience (preferably in the not-for-profit sector)

## **WORKING LOCATION**

Hours, workdays and work location may vary.

Normally works in the office of Diaconal Ministries Canada located in the office of the CRCNA in Burlington, Ontario (*flexibility can be negotiated*). Required to work some evenings and Saturdays related to committee and board meetings.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of the work to be performed by the successful candidate. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position*