



JOB DESCRIPTION

(December 2022)

POSITION: Financial/Administrative Coordinator
ACCOUNTABLE TO: National Director, Diaconal Ministries Canada
STATUS: Full-time (30 hours per week)
COMPENSATION: Salary from \$40,000

PRIMARY RESPONSIBILITIES:

- **Provide financial and administrative support to Diaconal Ministries Canada and all of its staff, board, and committees. Work with UNPAPER (our accounting firm) to ensure that financial protocols are performed in a timely way. Assist the National Director with establishing and tracking the budget. Maintain an efficient office, answer phones, send and receive correspondence, maintain mailing lists, and provide support for meetings.**

PRIMARY DUTIES INCLUDE:

1. FINANCIAL

A. Financial Liaison

- a) Function as the Financial Liaison between Diaconal Ministries Canada (DMC) and UNPAPER (booking and accounting service);
 - i. Ensure that UNPAPER receives all required financial information in a timely manner. *(More information is available upon request.);*
 - ii. Assist the National Director (ND) and UNPAPER with the review of monthly reports and the annual audit.

B. Financial Assistance

- a) Assist the ND in preparation and development of the annual DMC/NewGround budget. This requires a good understand of budgets, QuickBooks Online and Excel spreadsheets;
- b) Complete and file the annual accreditation renewal forms with the Christian Reformed Church in North America (CRCNA) Director of Finance;
- c) Provide technical financial support to DMC staff;
- d) Monitor and maintain financial filing systems as required;
- e) Appropriately handle inbound financial calls/correspondence and respond to requests as necessary;
- f) Ensure the proper recording of financial data in Keela, our Customer Relations Management (CRM) platform;
- g) Perform financial research projects/reports as requested by the ND;
- h) Other duties as may be periodically assigned by the ND.

2. ADMINISTRATIVE

A. General

- a) Provide administrative and technical support to all DMC staff (including coaches);

- b) Answer and appropriately handle inbound calls/correspondence and respond to requests for resources as necessary;
- c) Monitor and maintain filing systems (electronic and hard copy);
- d) Perform general office duties including photocopying, purchasing supplies, and ordering books;
- e) Oversee various mailings (including financial invoices, DMC's Annual Report and the NewGround mailing);
- f) Maintain and regularly update various DMC Google sites;
- g) Other miscellaneous tasks related to keeping the office running efficiently.

B. Database Management

- a) In cooperation with other DMC staff, oversee all aspects of Keela (our CRM platform) and input all administrative-related data;
- b) Oversee the maintenance of other electronic mailing lists (e.g. Chair of Deacons emails);
- c) Design and prepare reports for year-end reports and general management requests.

C. Meeting Assistance

- a) Prepare and organize all details for the DMC Board of Directors meetings, Executive Committee meetings, Finance Committee meetings, NewGround Committee meetings, Staff meetings, the Annual General Meeting, and the annual Ministry Networking Day, as well as other meetings as needed. (This work may include booking flights, hotel rooms, caterers, etc.);
- b) Record, compile, and distribute minutes and action items of all meetings;
- c) Ensure that all DMC Google sites are kept up to date with meeting materials;
- d) Ensure that all corporate minutes are properly filed;
- e) Update Board Director/Officer changes with Service Ontario.

D. NewGround Program Assistance

- a) Provide administrative support in coordination with the NewGround Coordinator for all aspects of the NewGround program including attending meetings, recording minutes, the finalization of partnership agreements, and the oversight of mailings.

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 (some may be learned on the job):

- a) Committed to Jesus Christ and able to recognize that this position contributes to the work of building God's Kingdom;
- b) A basic understanding of, and experience with, budgets and generally accepted fiscal policies and procedures;
- c) Experience with Excel, QuickBooks Online, and CRM software;
- d) Highly developed computer skills. Proficient in G-Suite;
- e) Strong written and verbal communication skills;
- f) Proven ability to effectively organize and manage multiple responsibilities daily;
- g) Ability to interact and perform in a fast-paced, team-oriented environment;
- h) Disciplined, self-motivated; able to function well with limited supervision;
- i) Flexible schedule;

- j) Understanding of, and passion for, the diaconal work of the Christian Reformed Church.

EDUCATIONAL REQUIREMENTS (or equivalent experience)

- a) General accounting experience;
- b) Office Assistance Certification or 3-5 years' related work experience;
- c) Training in, or a good understanding of, G-Suite, Excel, and QuickBooks;
- d) A working knowledge of Keela or other CRM platforms would be an asset.

WORKING LOCATION

Hours and workdays may vary.

Normally works at least 2 days a week in the office of Diaconal Ministries Canada located in the Burlington, ON, office of the CRCNA (some 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.