



POSITION PROFILE

MINISTRY

POSITION

Finance

Finance Support Specialist

CAREER OPPORTUNITY

Centre Street Church is currently seeking an experienced Finance Support Specialist to join their team. This position will support the Finance Team in a fast paced and detail-oriented environment. The individual needs to be flexible, personable, capable, confident, self-motivated and professional.

POSITION QUALIFICATIONS

1. Accounting and bookkeeping knowledge
2. Post-secondary education or diploma/certificate in bookkeeping is considered an asset
3. Good knowledge of CRA's Receipting, Books and Records rules and regulations
4. Knowledge of privacy and personal data protection
5. Efficient and effective data entry skills with high accuracy level
6. Excellent time management, organizational skills and process improvement mindset
7. A positive "team player" focused approach able to deal with challenging situations with integrity, empathy, and sincerity
8. Pleasant personality with strong customer service communication skills both written and verbal
9. Possess strong Microsoft Office suite skills and ability to learn a variety of software
10. Anticipate needs, work accurately (high attention to detail) in a fast-paced environment, with minimal supervision
11. Experience using Power Church or other donor management software is considered an asset

POSITION EXPECTATIONS

1. Weekly offering processing and administration
2. Follow established daily, weekly and monthly routines and ensure all giving are recorded timely
3. Perform monthly and periodic bank and other accounting reconciliations as required
4. Lead annual tax receipting process
5. Respond to donor's enquires and complaints and acknowledge gifts from other charities
6. Work with ministries and ensure adherence to program income policies and processes
7. Accounts payable and other Finance tasks as may be assigned
8. Work with and identify, develop and deploy volunteers
9. Troubleshooting system issues with IT and software provider
10. Conduct periodic internal self-audit and Support external audit process
11. Maintain CSC Finance fixed asset ledger
12. Finance process documentation and projects

PERFORMANCE STANDARDS

As a player on the ministry team at CSC the Finance Support Specialist shall adhere to the following standards:

1. Understand, support and live out CSC's membership covenant and statements of faith.
2. Adhere to and uphold the Personnel Policies, Code of Conduct, Job Performance Expectations, Team Values, Lifestyle Agreement and Staff Expectations of CSC.
3. Be a model to others as to what it means to be a fully devoted follower of Jesus Christ
4. Execute the role to the glory of God, with excellence and an exemplary work ethic.

POSITION

SUPERVISOR

POSITION SALARY

Permanent full-time.

Finance Manager

Negotiable within the boundaries of the CSC salary guidelines.