



Evangelical Missionary  
Church of Canada  
Following Jesus Together

# POSITION PROFILE – FINANCIAL ADMINISTRATOR

## Position Profile - Financial Administrator

APRIL 2019

Position Status : 0.75 FTE  
Position Compensation : In accordance with EMCC compensation standards  
Immediate Supervisor : Chief Finance and Operations Officer  
Compensation Package : Compensation will be in accordance with EMCC salary guidelines. As well, the vacation, pension and health benefits will be in keeping with HR Policy.

### Position Summary

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The Financial Administrator, under the direction of the Chief Finance and Operations Officer, will primarily be responsible for bookkeeping, recording of accounting data, the maintenance of financial systems, payment of invoices, preparation of monthly financial reports, and assist the CFOO in the writing of the financial report to the President for presentation to the Board of Directors. This 0.75FTE position will ensure that all month- end financial duties and resulting financial reporting is completed in a timely and accurate manner.

### Position Expectations

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1. Be a member in good standing of an EMCC Church.
2. Understand, own and be living a lifestyle reflective of the Way of Jesus.
3. Adhere to the standards of the EMCC Employee Handbook.

### Position Qualifications

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1. Have an earned degree or diploma in business, accounting or a related field.
2. Have a minimum of three years of experience in bookkeeping functions.
3. Be completely familiar with accounting practices and procedures, tax laws, and reporting requirements for charities.
4. Proficiency with Microsoft Excel and knowledge of PowerChurch is an asset.
5. Possess excellent relational, verbal and written communication skills.
6. Able to work remotely and can organize work and complete tasks on a self- imposed timetable.
7. High level of integrity and excellent work ethic.
8. Be a team-player.

### Position Responsibilities

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#### A. Accounting

1. Record donations and remittances in various forms such as cash, cheque, credit card and bank transfers.
2. Process Accounts Payable invoices and ensure timely payments of all accounts.
3. Maintain the donor database, provide donor statements 2 times per year and produce the Charitable Donation Receipts per CRA standards.



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4. Process payroll and employee reimbursements in an accurate and timely manner.
  5. Ensure that all month-end financial duties and resulting financial reporting is completed in a timely and accurate manner.
  6. Record all business transactions, process accruals and adjustments, reconcile accounts, and prepare monthly, quarterly, and annual accounting and financial statements
  7. Prepare annual tax reporting forms for payroll, GST/HST Rebate, Fuel, Excise Tax Rebate, and investment income forms.
  8. Post income and expenses in the accounts and track against budget.
  9. Calculate all foreign fund transactions.
  10. Prepare monthly missionary field fund reimbursement and expense.
  11. Prepare documentation for the annual audit.
  12. Prepare year-end financial reports. Ensure that the handling of receipts, the paying of bills and the recording of these transactions will be in accordance with the laws of Canada and the Charities Accounting Act.
- B. Financial Reporting
1. Monitor internal controls to ensure that finance activities are in accordance with established legal regulatory and EMCC policies and procedures.
  2. Serve World Partners financial needs including - prepare monthly missionary donor lists; monthly missionary financial reports; and track donations and expenses for missionary and field projects.
  3. Respond to enquiries from churches, missionaries and individuals as required.
  4. Prepare T3010 Charity Annual Return and other Corporate filings requirements
  5. Ensure that all payroll transactions and the issuance of year end information slips will be in accordance with the Income Tax Act and that all corporate filings to Industry Canada and CRA are filed in a timely manner.
  6. Provide regular financial reports to the Chief of Finance and Operations Officer.
  7. In concert with the Chief of Finance and Operations Officer provide an annual budget to the Board for approval and assist the CFOO in arranging for an Annual Audit.
  8. Ensure that appropriate filings are made to recover Excise Tax, GST and Provincial Sales Tax when possible.
- C. Banking
1. Prepare all banking deposits and ensure timely and safe transfer of funds to the bank.
  2. Prepare monthly bank reconciliations on all bank accounts.
  3. Manage preauthorized bank withdrawal and credit card donations, ensuring that the donors are kept current.
  4. Purchase foreign currencies at best possible rates and send to various fields when needed.
  5. Manage the petty cash in both Canadian and US currencies.
  6. Manage EMCC credit cards assigned to employees – opening, closing, payments, collecting reports from employees.



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- D. Other
1. To keep confidential all financial contribution information.
  2. Manage the administration of granting funds.
  3. Maintain schedules for investors, providing correspondence semi-annually
  4. Maintain loan schedules, tracking payments and providing correspondence semi-annually.
  5. Track capital assets.
  6. Update employee changes with benefits company.
  7. Backup accounting data at the end of each workday.
  8. To perform other necessary and related work as may be assigned.
  9. Participate in staff team functions and serve alongside the team in the execution of EMCC events.

### Acknowledgement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. As the EMCC is a “small business” employees will perform other related duties and tasks as required to meet the needs of EMCC.

Resumes may be submitted to:

Email: [finance@emcc.ca](mailto:finance@emcc.ca)