

Maternity Leave Coverage: Bookkeeper & Admin Support

Effective Immediately – January 21, 2021

Heartland, A Church Connected is approximately 250 people. The vast majority of our giving is now online.

Interim Role 2 Days a Week: Paid Staff – Temporary

Accounting – 60%

- Biweekly payroll entry through Ceridian
- Perform weekly offering count, contributions entry, posting and reporting to necessary teams
- Prepare weekly accounts payable: entry, posting and distribution
- Supervise and ensure that accurate records are kept with high levels of excellence (invoicing, contribution records, documenting discrepancies and how they have been rectified, etc.)
- Assist with preparation of the T3010 in conjunction with Norton McMullen CPA
- Prepare month-end reconciliation of bank statements, as well as preparing monthly financial updates for the Treasurer and Board of Deacons
- Regular posting of journal entries as required
- Preparation of congregational financial reports (as delivered by the board 2-3 times per year)
- Keep finance team up to date on information pertinent to their work

Administration – 20%

- Provide Administration to the Lead Pastor through Staff Meeting Agenda preparation, calendar planning and preparing board packages.
- Overseeing communication (Pastoral staff will prepare content for communication)
- Maintain Membership roster and member communications, including coordination of Annual Business Meeting, Annual Reports, and other critical member updates
- Ensure that ministry team are adequately resourced with workspace, equipment and supplies
- Provide administrative support to the Board of Deacons and Board Committees as required
- Primary contact responsible for ChMS ACS Realm and PowerChurch Plus.

Facility Management – 20%

- Manage all service agreements, suppliers and vendors supporting 1100 Canadian Place as required, including but not limited to:
 - o snow removal, landscaping, elevator maintenance, facility cleaners, cleaning supplies, building supplies, elevator maintenance, hydro, security systems, hospitality vendors, etc.
- Manage facility rental requests and agreements for both internal and external users
- Maintain a calendar of facility usage for ministries and coordinate space usage requests

Other Duties as Assigned

Experience:

Prior Bookkeeping Experience

Prior Accounts Payable Experience

Training in Finance, Administration or Bookkeeping would be an asset

Familiarity with PowerChurch Plus, Realm also an asset

Please forward resumes to Fraz Mirza at fraz@achurchconnected.ca