



CALVARY PENTECOSTAL ASSEMBLY - CAMBRIDGE
FINANCE MANAGER
Job Description

JOB SUMMARY

The Finance Manager will support the ministries and campuses of Calvary by providing leadership to the business and administrative functions of the church.

This team member will partner with the Church Treasurer and Executive Pastor regarding all financial systems and operations of the church, with the goal of following generally accepted accounting principles and procedures.

This team member will oversee and manage the finances of the church, caring for giving and income, expenses, and all financial reporting.

This team member will also function in an office manager capacity, overseeing administrative tasks, membership and records, and ordering.

The team member will report directly to and be under the supervision of the Executive Pastor.

RESPONSIBILITIES

1. Team Member

- a. Promote the mission, vision and values of Calvary Assembly at all times.
- b. Participate in staff prayer (Tuesday mornings) and leadership meetings.
- c. Support team values with positive interactions and a willingness to facilitate others, as well as working together to fulfill church-wide initiatives.
- d. Promote core values and vision at all times.
- e. Report directly to the Executive Pastor on a regular basis with one-on-one meetings.

2. Church Finances

Establish and maintain a system to care for the following:

- a. Accounts Receivable
 - i. Process all offerings and other payments (cash, debit/credit, online)
 - ii. Prepare the office cash deposits and take to the bank
 - iii. Manage all recurring donations
 - iv. Reconcile the GL to the CCB database
 - v. Manage the Easy Giving desk

- b. Accounts Payable
 - i. Process payroll bi-weekly
 - ii. Process all expense cheques, invoices and accounts payable
 - iii. Manage all online payments
 - iv. Manage staff benefit programs
- c. Bank Reconciliation
- d. Donations and Contributions
 - i. Track contributions and tithes
 - ii. Assign and manage tithing numbers and giving envelopes
 - iii. Prepare and distribute annual contribution statements
- e. Budgets
 - i. Work with the Executive Pastor to compile and prepare annual budget
- f. Audit
 - i. Book and facilitate annual audit
 - ii. Prepare annual financial report for Annual Business Report
- g. Grant Administration
 - i. Application to and administration of annual Summer Jobs Grant
 - ii. Administration of additional federal grants and subsidies that may be accessible and relevant to Calvary.

3. Reports and Statements

- a. Weekly: offering reports, bank balances
- b. Monthly: monthly financial statements
- c. Annually: donation tax receipts, T4 statements, Property Corporation government reports
- d. General: Compile and record agendas and reports for church board and various ministries as needed.

4. Membership and Records

- a. Membership
 - i. Oversee membership renewals and process requests
 - ii. Ensure up to date membership roster
 - iii. Care for all membership mail outs
- b. Ensure marriage registry, child dedication and counselling records are maintained

5. Administrative Tasks

- a. Annual Business Meeting
 - i. Book ABM and care for details
 - ii. Take ABM minutes
- b. Request Certificates of Insurance for various events
- c. Care for documentation requests or requirements from CRA
- d. Manage office equipment, contracts and supplies
- e. Assist with reception duties
- f. Maintain church policy binder
- g. Board: Track board member history, assist with board nomination process

QUALIFICATIONS

1. Personal

- a. A committed Christian living in accordance with the Word of God.
- b. Agreement with doctrinal statement of Calvary Pentecostal Assembly, and commitment to abide by our general operating by-laws.
- c. Ongoing demonstration of a strong work ethic, servanthood, humility, unity and loyalty.
- d. Ability to communicate within the scope of the various ministry departments at Calvary.
- e. A team player, willing to contribute to the overall vision, goals, and ministries of the church.

2. Training and Development

- a. Has appropriate formal training and/or practical experience.
- b. Willing to attend conferences and conventions for professional development.
- c. Continuous learning in Bible, and human resources.

Employee Signature

Printed Name

Date

I certify that I have read, understood and agree to the responsibilities assigned to this position.

Lead Pastor Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.