



Hope Community Church Position Description Administrator & Bookkeeper

Hours: 4 days a week, 5 hours a day (20 hours/week)

Contact Person: Isaac Marmelo – Lead Pastor

pastorisaac@hopecc.ca Cell: 416-899-9675

Purpose:

- To create a great first impression for guests
- To serve as the first level of care for those who call, visit, or correspond with HCC.
- To facilitate in hospitality preparation and hosting
- Perform administrative support to the Lead Pastor and others as assigned
- Assist the staff administratively
- To perform general office reception responsibilities
- To process offerings and keep accounting current

Qualifications:

The Receptionist/Bookkeeper shall be of mature Christian character with a heart for ministry and possess the following skills:

- Confidentiality and discretion are essential in this position.
- High relational skills (with particular focus on phone skills, hospitality, and socialmedia)
- Computer and media proficiency are associated with this position, such as PowerChurch, personal contribution software, spreadsheet creation, Microsoft Office/Word, Power Point, Mail Chimp. 3–5 years of bookkeeping/accounting experience is an asset.
- Bookkeeping/Accounting ability including payroll, HST, monthly reconciliation, year-end reports, etc.
- Must be well organized, able to prioritize and multi-task
- Able to process and positively adjust occasional interruptions
- Able to work independently and be self-motivated

Reporting Structure:

The Receptionist/Bookkeeper will report and receive daily office management oversight from the Lead Pastor.

Hours:

The Receptionist/Bookkeeper shall be on duty in the office for 4 days a week, 5 hours a day (20 hours/week). Including Tuesday staff meetings @ 9am.

Dress Code:

Business Casual

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519-364-5668



connect@hopecc.ca



hopecc.ca



373 18th Avenue, Hanover, Ontario, N4N 3S5

Experience
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Responsibilities:

Office

- Answer connect@hopecc.ca & giving@hopecc.ca email and HCC social media
- Answer phone calls
- Ensure the phones are on message mode during off hours or when away from the desk
- Greet all visitors and assure that they are cared for while visiting the office
- Drop off/pick up mail; log and distribute all incoming mail
- Keep printer area and main office areas tidy and organized
- Unlock and lock main door to office in morning/evening
- Prepare weekly e-newsletter and/or power point announcements
- Current and appropriate social media news including Facebook, Instagram, and website maintenance
- Keep all files current and accessible (both electronic and hard copies). Archive older files

Bookkeeping/Accounting

- Assist tellers with weekly offering counting
- Ensure all monies are secured in the designated area until deposited in the bank
- Ensure accurate records are on file
- Assist with bank deposits
- Enter all bookkeeping data in the accounting software
- Prepare monthly, reconciled financial statements
- Ensure accounts payable are current
- Prepare payroll for the staff
- Ensure monthly remittances are current with CRA, PAOC Missions, WOD Tithes
- Retain an accurate donors' list and donation records for charitable receipts
- Liaise with the Church Treasurer as to financial reporting
- Liaise with the auditing company specifically regarding year end reports
- Process online and debit donations





As Needed

- Purchase kitchen supplies
- Order office supplies
- Print copier totals
- Deliveries: send/receive
- Monitor equipment: copiers, phone system
- Maintain phone system in the office and change voice messages as required/requested
- Order flowers & gift baskets as requested

Compensation

- Information available upon request.

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