



JOB POSTING: FINANCE OFFICER

Established in 1939, Master's College and Seminary (MCS) is an innovative and diverse Spirit-filled learning community driven to be formational in nature, biblical in focus, and practical in application, inspiring students and graduates to be leaders in local and global ministry expressions.

Our mission is to create a learning community that provides programs and services which equip Pentecostal leaders for ministry within the Pentecostal Assemblies of Canada (PAOC). The PAOC stands firmly in the mainstream of historical Christianity. It takes the Bible as its all-sufficient source of faith and practice, and subscribes to the historic creeds of the universal church. In common with historical, evangelical Christianity, it remains committed to the Full Gospel understanding that Christ is Saviour, Healer, Spirit-Baptizer, and Soon Coming King. As a PAOC-affiliated Bible College, Master's College & Seminary adheres to the full [Statement of Essential Truths](#).

Master's is a privately funded and publicly chartered institution, and offers excellent Christ-centred undergraduate teaching at our College campus in Peterborough, Ontario, or online via our Distance Education program. Master's Pentecostal Seminary was launched in 1996 in a partnership agreement with Tyndale Seminary (Toronto). This allows us to offer graduate courses that are accredited through Tyndale, which is accredited with the Association of Theological Schools (ATS).

MCS operates under a charter from the Government of Ontario and is a member of Christian Higher Education Canada (CHEC) and the Canadian Council of Christian Charities (CCCC). We are accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to grant certificates and degrees at the Associate and Baccalaureate levels.

A hallmark of Master's commitment to academic excellence is its experiential learning approach. With guidance from our expert faculty, students engage in authentic, memorable learning experiences—inside and outside of the classroom setting. This intentional learning process is designed to produce students who are better able to think critically and act skillfully – “reflective practitioners” – who are ready to serve as pastors and leaders. Each day we strive to build on our heritage, preparing graduates to take their place with thousands of alumni in Canada and around the world.

The Position:

The Finance Officer is responsible to assist the (Interim) Director of Finance with the oversight of the finances of Master's College and Seminary and the operations of the Finance Department Office at Master's. The Finance Officer is also responsible for the supervision of the Finance Manager in the daily processing of Accounts Payable, Accounts Receivable, Donations, and various account analysis and reconciliations.

This is a full-time job primarily working out of the campus in Peterborough, Ontario.

Responsibilities*:

- Reporting and reconciliations, including:
 - Prepare monthly Bank Reconciliations
 - Assist with the annual audit and provide audit schedules to support the financial

- statements
 - Prepare monthly reconciliations of subsidiary databases such as Populi, Silent Partner and others with SAGE 50
 - Prepare monthly remittance and annual reconciliation with WSIB & Ministry of Finance
 - Prepare monthly Payroll journal entry
- Accounts receivable – student accounts, including:
 - Liaise with the Registrar’s Office on current fees schedule and pricing, student registration, and OSAP Loan approvals and timing
 - Prepare student tuition calculators and billing
 - Oversee the Deferred Payment Plans process and the receipting of student payments
 - Process Tuition and Semester fee billing to Populi
- Accounts receivable – donations, including:
 - Oversee the weekly process for donation receipts and deposits
 - Prepare donation summaries for reconciliation and sign off
 - Prepare donation processing in Silent Partner to each donor account
 - Prepare donation revenue processing in SAGE 50
- General accounting, including:
 - Conduct monthly general ledger and account reconciliations
 - Prepare month end closing journal entries
 - Monthly depreciation schedules and journal entries
 - Monthly standard journal entries for prepayments and accruals
- Liaise with the Business Lead of TVOA and the Dean of Students of MCS on Food Services and Lease billing
- Liaise with the Registrar’s Office to complete all information needed for the release of T2202 and T4A directly from Populi to CRA
- Prepare the annual T3010 Charities return and PAOC Pension Fund Annual Statement of Earnings contribution

*Note: Full Job Description available upon request

Education and Experience:

- The Finance Officer shall have an accounting background with at least ten (10) years of hands-on accounting experience (a professional accounting degree is not required but would be a plus).
- They should be computer literate and detail oriented with a good understanding of computerized accounting software (with experience in SAGE 50 Accounting Software a plus). Intermediate level of Excel.
- Highly detailed in posting entries and preparing reports.

Preferred Requirements:

- Membership at a PAOC church.

Other Attributes:

- Be committed to the vision, mission, values, and educational objectives of Master’s.
- Be a person who is personable as they work directly with Administration, staff, students, investors, the public, and the Board of Governors.
- Work collaboratively in a team environment.
- Serve as an ambassador for the College with alumni, parents, students, neighbours, community leaders, and professional colleagues.

Position Reports to: Director of Finance

Submit Applications to: ken.pelissero@mcs.edu (please quote Position Title in Subject line)

Expiry Date: Applications will be reviewed upon submission in an effort to expedite the hiring process. Candidates are encouraged to submit applications as soon as possible. Deadline is March 17, 2023.

Applicants are requested to email their application materials (cover letter, resume, and statement of faith) in one combined pdf document. The statement of faith should articulate your faith perspective and its relation to the mission of Master's College and Seminary (no more than 2 paragraphs). A range of qualifications are evaluated including distinguishing characteristics that demonstrate congruence with our identity as a college and seminary in the Protestant-Pentecostal tradition. Only applicants selected for an interview will be contacted.