

**POSITION:** Sr. Manager – Finance Projects and Decision Support

**HOURS:** Full-time (40 Hours / Week)

**START DATE:** Immediately

This will be a hybrid position or in-person role.

Reporting to the Head of Finance, the successful candidate will focus on serving our ministry areas, by proactively analyzing & navigating issues, managing & completing projects and streamlining processes. In addition, this role will oversee the Receipting Team, to ensure accuracy and timely completion of our donation input.

**CORE ACCOUNTABILITIES:**

- Identify and address finance process issues. Work with the finance team to proactively address issues, which will create an improved stakeholder experience (Donors, ministry partners), specifically in the areas of:
  - Reporting & Data Integrity - Ensure accuracy.
  - Accounting Processes - Improved timeliness and consistency, by proactively addressing processing issues, which negatively impact the Bank Rec and Reporting processes.
  - Integral part of General Ledger upgrade project
- Ministry Partnership
  - Develop analysis to understand all drivers of revenue and expense of each department of PAOC and partner with the Head of Finance to establish and recommend effective strategies to ensure the financial well-being of the organization.
  - Develop analysis to support recommendations on the deployment of capital, new initiatives, cost-reduction efficiencies, joint venture opportunities, and strategies for maximizing the efficient and effective operation of the organization.
- Oversee the Receipting team, to assist with problem resolution and review processes to ensure donations and contributions are completed in a timely manner.

**DAY-TO-DAY RESPONSIBILITIES:**

- Finance Projects (50%)
  - Work alongside the Head of Finance & Sr. Manager – Financial Reporting to address current process and systems issues.
    - Month-end Processing – Create reporting cycle that is consistent each month and timely.
    - Reporting – Data Integrity – Work with other accounting staff, to review in detail and proactively address data integrity issues.
    - Process Improvement – Focus on creating margin to alleviate organizational stress.
- Decision Support (40%)
  - Be a proactive ministry partner to align the financial process to the ministry objectives.
    - Analyze ministry drivers of revenue and expense of each department of PAOC, to ensure optimization of financial resources.
    - Play a supporting role in the annual financial planning process, to align the ministry drivers to the annual plan.

- Work alongside the Head of Finance on various projects
- Team Management (10%) – Oversee the Receipt Team, and work with the Receipting Manager to ensure team and individual goals are met.

### **REQUIRED SKILLS**

- Proven ability to manage with imperfect information and navigate complex processes
- Strong inter-personal skills, with a proven ability to work with both financial and non-financial individuals with various areas of specialty (Ministry, Communications, IT, Development, HR, and Executive Management)
- Strong communication skills in various forms (face to face & virtual), ability to develop financial analysis which provides understanding of the underlying issue, ability to develop and make presentations which communicate issues and solutions)
- Results and resolution focused - Proven ability to find a solution to complex issues.
- Proven ability to manage projects and Staff.

### **EXPERIENCE & QUALIFICATIONS**

- Business degree & Accounting Designation/MBA
- +5 years of Financial Planning and Analysis / Decision Support experience
- Previous experience with a non-profit or faith-based charity an asset

As an employer, we are a special interest organization that serves people of a specific religious community. Therefore, a strong commitment to Christian faith and service is required.

PAOC is a Christian organization that engages in Christian ministry, serving the Christian community. This position is an important role in carrying out PAOC's mission and it is critical that your beliefs and conduct are consistent with the beliefs and conduct standards of PAOC. Therefore, it is a requirement of this position that your beliefs and conduct adhere to PAOC's Mission Statement, Core Values, General Constitution and By-Laws, the Statement of Fundamental and Essential Truths, and any other document that may be established by PAOC regarding standards of conduct.

The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **RESUMES MAY BE SUBMITTED BY:**

**EMAIL :** [sharon.morgan@paoc.org](mailto:sharon.morgan@paoc.org)

### **MAIL**

The Pentecostal Assemblies of Canada  
Attention: Sharon Morgan  
2450 Milltower Court  
Mississauga, ON L5N 5Z6

Only those applicants whose skills and experience best align with the job description and position will be contacted.