



*One Church, One Message, Many Expressions*  
[www.porticocanada.ca](http://www.porticocanada.ca)

**Job Description: Senior Accountant  
September 2023**

**PORTICO'S MINISTRY OVERVIEW**

PORTICO Community Church, is a Christian church, incorporated as a registered Canadian not-for-profit charity, affiliated with the Pentecostal Assemblies of Canada (PAOC), serving the Greater Toronto Area (GTA) with campuses located in Mississauga and Milton.

PORTICO's senior pastor, elected by the official members, reports to the board of elders on vision, direction, ministry and church operations. The senior pastor is empowered and monitored through policy governance for the hiring, management and care of all ministry staff and for the oversight of ministries, facilities and operational matters.

**PORTICO'S MINISTRY OBJECTIVES**

PORTICO Community Church is passionately committed to its mission, vision and core values as defined below:

**PORTICO'S MISSION**

*"Helping people find their way back to God."*

**PORTICO'S VISION**

*"One Church, One Message, Many Expressions."*

**PORTICO'S CORE VALUES**

*"CONNECT with Christ and His family"*

*"GROW together in Christ likeness"*

*"SERVE Christ's mission in the world."*

**PORTICO'S ENDS**

PORTICO strives to fulfill God's purpose and design for His church as expressed through PORTICO's stated ENDS.

*We believe that because of PORTICO, people will Be Disciples who:*

*CONNECT with Christ and His Family*

*Mathew 4:19 "Come..."*

*Mathew 11:28-30 "Come to me..."*

*GROW together in Christlikeness.  
Mathew 4:19-20 "...follow me..."  
Mathew 11:28-30 "...learn from me..."*

*SERVE Christ's mission in the world.  
Mathew 4:19-20 "...I will send you out..."  
Mathew 28:19-20 "Go, and make disciples of all nations..."*

*And, there will be healthy, self-sustaining expressions of disciple-making communities that have capacity to reproduce themselves and are fully aligned with PORTICO's Mission.*

### **SENIOR ACCOUNTANT**

Reporting to the Director of Finance & Administration, the role of the Senior Accountant is as much a ministry as a job. This position is accountable for the effective and efficient operation of the accounting systems and requires the individual to be able to work harmoniously and generally in good relationship with all of the pastoral staff, the administrative support team, the facilities manager and facilities staff, and the congregation.

This position is responsible for financial analysis, capital accounting, payroll and Canada Revenue Agency compliance. This includes developing and managing internal control and reporting policies and guidelines and procedures for budget control and administration, analyzing past, present and expected financial details to identify areas of improvement; ensuring that the financial reporting systems and processes are in compliance with Canadian laws and regulations and in compliance with PORTICO's policies, vision and objectives.

### **KEY AREAS OF ACCOUNTABILITY**

#### ***Financial Oversight and Accounting***

- Monitor the cash position of PORTICO Community Church.
- Manage monthly bank and petty cash reconciliations.
- Complete applications for supplies and vendors and maintain accurate and complete reporting by establishing effective accounting systems and procedures.
- Manage effective purchasing, payment of invoices, and expense reporting.
- Manage bank transactions including wire transfers and keeping track of signing authorities.
- Process the accurate recording of financial transactions in the general ledger for financial reporting purposes.
- Responsible for the collection, preparation and interpretation of accounting/financial data, bank reconciliation and other financial performance information.
- Responsible for the timely clearing of donation received on a weekly basis, making payments to the PORTICO vendors and carrying out all aspect of payroll services.
- Ensure all appropriate internal controls are in place to achieve complete and accurate processing and reporting of cash movement.
- Reconcile recorded data inconsistencies and errors.

- Preparing timely reports on a daily, weekly, monthly, quarterly and/or year-end basis for accounting and/or management information purposes.
- Provide analysis/explanation for variances and trends in reporting figures.
- Facilitate in annual budget preparation and budget control.
- Ensure proper accounting procedures, adequate internal controls, documentation and completion of annual audit in a timely manner.
- Assist auditors when required.
- Participate in special projects requiring analytical and/or accounting knowledge.
- Document retention of financial records, including cleaning up of old records and maintaining of electronic storage.

#### Weekly

- Oversee the entry, reporting and reconciliation of offerings. File regular and miscellaneous offerings.
- Ensure accurate data entry and filing of accounts payable invoices.
- Facilitate payroll preparation, pay stub distribution, report filing, and data entry into the accounting software.
- Oversee the preparation of a report on weekend deposits and resulting cash balances for the Senior Pastor and Executive Pastor.
- Facilitate the setup of new individuals and families in the database.
- Facilitate the assignment of offering envelope numbers.
- Oversee the recording and reconciliation of "flow-through" transactions.

#### Monthly

- Oversee and present reports, including regular, ad hoc, and monthly financial budgets and financial narrative reports for review by the Finance Committee and PORTICO's executive team.
- Ensure accurate data entry of all known expenditures for the month.
- Verify the entry or accrual of all regular month-end transactions (utilities, payroll, pension and insurance payments, missions' payments, depreciation, etc.).
- Ensure a detailed review of all accounts and provide explanations for unusual balances.
- Facilitate the reconciliation of all balance sheet accounts.
- Oversee the reconciliation of trial balances for each fund.
- Facilitate and prepare the distribution of monthly financial reports to the Elder Board, pastors, and departments.

#### Quarterly

- Oversee the updating of PORTICO's Financial Manual to cover all relevant policies and ensure legal compliance.
- Facilitate the development of training manuals for all key financial processes related to PORTICO's Accounting Services.
- Ensure proper documentation retention of financial records, including the cleanup of old records and maintaining up-to-date electronic storage.

Annually

- Oversee and assist with year-end work to prepare for the annual audit.
- Facilitate and work with on-site auditor(s) as required.
- Facilitate the preparation and mailing of income tax receipts.
- Oversee and collaborate with the payroll service to prepare and file T-4s and related reports.
- Ensure the preparation of T-4A, T-5s, and similar annual tax forms.
- Oversee, facilitate and assist as requested in the budget process.

### ***Payroll Administration***

- **Oversee Payroll Processing:** Collaborate with accounting team members to ensure a two-member payroll processing system and facilitate the development of a training manual for PORTICO's payroll process on a weekly basis.
- **Ensure Administration of Benefits:** Ensure the administration of benefits, including insurances, pensions, RRSPs, and paid leave on a weekly basis.
- **Facilitate All Payroll-Related Functions:** Facilitate all functions related to payroll, group benefits, and retirement benefits on a weekly basis.
- **Oversee Clergy Residence Deductions:** Ensure the proper management of clergy residence deductions on a weekly basis.

### ***Oversight to other Accounting Service tasks***

- Oversight of offering counting teams(s)
- Records for all Promissory notes and GIC investments
- Semi-annual HST refund return
- Financial reports for the pastoral staff
- Safe Bank Deposits, Safe Combination and Safe Security
- Preparation of annual budgets and Monitoring Reports
- Online donations and Pushpay renewal
- Online banking and credit card renewals
- Expense Reports & Certify
- Purchase process automation and control
- Dashboard for Data Visualization
- ACS Financial Suite to be maintained, and responsible for updating ACS and any other address/contact information updates
- Accounting Service storage, document retention, electronic storage in compliance with PORTICO's Document Retention Policy

### **PORTICO Care Centre – Financial Care Services**

The Senior Accountant will be a key player in furthering the Financial Care Services stream of PORTICO's Care Centre. This role will involve working with the Executive Team, pastoral staff and Director of Finance & Administration in the creation and operationalizing of a strategy for financial care services.

#### Key Responsibilities:

##### 1. Financial Care Services Strategy Development and Implementation:

- Develop a comprehensive strategy for financial care services as part of the PORTICO Care Centre, outlining objectives, offerings, and target audiences.
- Align the strategy with PORTICO's holistic care approach, ensuring financial care complements other care services.
- Coordinate with other care center programs to ensure seamless integration of financial education into the holistic care system.
- Implement processes and systems to ensure the smooth operation of financial care.
- Monitor and evaluate the effectiveness of financial care initiatives, making improvements as needed.
- Oversee the quality and consistency of programs offered.

##### 2. Manage a roster of financial care service providers:

- Recruit and onboard a team of volunteers to serve as financial care service providers.
- Provide training and guidance to volunteers to ensure the effective delivery of financial care services.

##### 3. Budgeting and Financial Planning:

- Create and manage a budget for the PORTICO Care Centre's financial care services stream.

##### 4. Community Engagement:

- Build partnerships with community groups to expand the reach of financial care services.
- Promote financial care services within the church community and beyond.

#### **LEADERSHIP EXPECTATIONS**

As a member of PORTICO's central support staff, this role requires that you personally embrace, actively promote and support PORTICO's mission, vision, core values and Ends within all expressions of the church community.

This position is often involved in sensitive situations and the individual may become aware of privileged information requiring sound judgment and discretion. Strict confidentiality must be maintained when dealing with the elder board, pastoral or congregational related issues. A violation of confidentiality is grounds for immediate dismissal.

#### **LEADERSHIP COMPETENCIES AND QUALIFICATIONS**

- Post-secondary education in Accounting. Preference is given to candidates with CA, CGA, CMA designation. Courses or certificates in financial management for nonprofit organizations, human resource management, and IT are considered an asset.
- 3-5 years of prior experience as Finance Manager or similar role with similar type and size of organization. Desirable to have experience in a church or non-profit entity.
- 3-5 years of experience in financial management, in particular in the development, monitoring and reporting of the financial status of the organization and its various strategic and ministry initiatives.
- Experienced in handling accounting, finance, payroll, a range of administrative, clerical, annual audit and executive support related tasks.

- Possesses strong finance, bookkeeping, accounting skills with an understanding of fundamental accounting with the ability to review financial reports and maintain accuracy, integrity and conformance with policy/practices.
- Possesses a working knowledge of computers and proficiency in accounting and payroll software programs, including Microsoft Office applications, including advance Excel capabilities and ACS Financial Suite.
- Technology and/or Operational Knowledge (Caseware, Caseview, ACS Financial Suite, Certify, Microsoft office, Pushpay, Paypal, HUMI, etc.)
- Process Competency (Event Management, Plan to Protect Compliance, Document Retention and development of Standard Operating Procedure & Training Manuals related to your area of work).
- Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting
- Ability to compile, prepare and interpret accounting/financial data, bank reconciliation and other financial performance information.
- Adaptability
- Driver for Results
- Supporting Cross Functional Roles & all Church Events

The above-mentioned responsibilities are intended to describe the general nature of the work being performed by person employed in this role. This is not intended to be an exhaustive list of all assigned responsibilities, skills, efforts or working condition. PORTICO Community Church reserves the right to change, amend, delete or otherwise assign any and all duties, responsibilities and position titles as is deemed necessary to meet the vision, mission and purposes of PORTICO Community Church.

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We thank all applicants, however, only those being considered for an interview will be contacted. If selected to participate in the recruitment and selection process, please inform Human Resources at [careers@porticocanada.ca](mailto:careers@porticocanada.ca) of the nature of any accommodation(s) that you may require in respect of any material or processes used to ensure your equal participation.

To apply for this job, please submit the job application: [PORTICO.cc/job-application](http://PORTICO.cc/job-application)