



One Church, One Message, Many Expressions
www.porticocanada.ca

**Job Description: Accounting Assistant
May 2024**

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.

ACCOUNTING ASSISTANT

Reporting to the Director of Finance & Administration, the role of the Accounting Assistant will provide essential support to the finance department, handling various accounting tasks and contributing to the smooth operation of the department.

This position is responsible for a range of essential financial functions, including bookkeeping, daily financial transactions, maintaining accurate records, and supporting the implementation of new accounting systems.

KEY AREAS OF ACCOUNTABILITY

- Maintain records of financial contributions in the accounting platform.
- Ensure timely entry of all donations received on a weekly basis.
- Maintain various files on the computer and print cheques and receipts as needed.
- Familiarize with PORTICO's accounting code, budget, and bill payment process.
- Verify the accuracy of submitted expense reports and payment invoices.
- Process financial mail, cheques, cash, invoices, and statements.
- Perform various accounting support functions, including processing cheque requisitions.
- Process accounts payable invoices.
- Manage and store permanent records according to the document retention policy.
- Prepare cheques for signing by church officers before mailing.
- Prepare and mail annual receipts for all church donations in compliance with CRA regulations.

- Ensure appropriate internal controls are in place for accurate processing and reporting of cash movements.
- Participate in special projects requiring analytical and accounting knowledge.
- Create documentation and update the Finance Manual.
- Support the implementation of the new accounting platform.
- Assist with data entry, validation, and cleanup during the transition to the new system and provide ongoing support.

Significance of Errors

Failure to uphold professional standards could result in inefficient services to members and church participants. Inappropriate dealings with members, church participants and external service providers could damage the reputation of PORTICO.

LEADERSHIP EXPECTATIONS

As a member of PORTICO's administrative 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, finance, or a related field.
- 1-2 years of experience in a similar role, preferably in a church or non-profit organization.
- Proficient in bookkeeping, accounting, and finance tasks, including administrative duties.
- Strong understanding of fundamental accounting principles.
- Proficient in computer use, particularly Microsoft Office applications, especially Excel.
- Strong financial management skills with knowledge of accounting procedures and protocols.
- Ability to compile, prepare, and interpret financial data, including bank reconciliations and other performance information.
- Excellent organizational and administrative skills.
- Exceptional attention to detail.
- Adaptable and results driven.
- Capable of supporting cross-functional roles and church events.
- Strong oral and written communication skills.

- Effective problem-solving abilities.
- Self-motivated and able to work collaboratively with others.
- Familiarity with computer software programs used by PORTICO.

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.

If you are a detail-oriented individual with a passion for accounting and a desire to develop your career with our organization, we encourage you to apply.

Location: 1814 Barbertown Road, Mississauga ON L5M 2M5

Part-time: Up to 25 hours a week (Monday to Friday)

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 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