



Position Description

Finance and Elders Assistant

Creekside Church

Creekside Church is a community of people who are passionate about their mission to . . . Follow Jesus. Love God. Love People. It is a community where everyone is welcome to explore the message of Jesus wherever they may be on their spiritual journey. It is a community of dynamic, life-changing worship. It is a community of hope, care and healing. And it is a community that reaches out to serve and love a hurting world, locally and globally.

Position Title:	Finance and Elders Assistant
Coach:	Executive Pastor
Direct Reports:	Executive Pastor, Treasurer, Elders Team, Board of Directors
Teams:	Finance Team, HR Team, Ministry Support Team, Care Team, Elders Team, Board of Directors
Time:	40hrs/week, Mon- Fri 8:30a-4:30p

Position Summary

The Finance and Elders Assistant carries out financial and HR related tasks and facilitates the activities for which the Elders and the Board of Directors are responsible. The Finance and Elder Assistant is a member of the Finance Team and the Ministry Support Team.

Skills, Knowledge and Abilities

- Qualified to be a member of Creekside Church
- Strong written and oral communication skills
- Accurate and thorough with strong organizational skills
- Self-motivated but a strong team player
- Able to manage time and meet multiple deadlines consistently
- Able to be detailed focused with a commitment to excellence
- Experience in Quickbooks, Excel, Word, and Powerpoint an asset
- Knowledge of accounting for charities
- Knowledge of the legislative requirements for charities issued by the Canada Revenue Agency (and other pertinent agencies).
- Requires strong combined abilities to work at both detail and overview levels.
- Solid bookkeeping experience, preferably in a church or charity setting
- Sensitive to dealing with and commitment to confidentiality

Specific Duties

- Daily accounts payable/receivable entries using Quickbooks software
- Process/record donations and registration fees
- Process payroll and remit government payments
- Generate detailed monthly financial reports to Executive Pastor and Treasurer
- Organize, manage, and attend to take minutes for monthly Elder meetings
- Organize, manage, and attend to take minutes for quarterly Board of Directors meetings in September, December, March and May
- Clerk semi-annual business meetings as follows:
 - Coordinate and oversee execution of all church family business meetings, including the Annual General Meeting (CELEBRATE Meeting on first Sunday night of December) and the Semi-Annual Meeting (VISION Meeting on last Sunday night of June) and other special meetings
 - Organize and provide administrative support for the Pastors Team re the content needed for the annual and semi-annual business meetings
- Assist with preparation of annual budget in support of the Executive Pastor and in collaboration with the Treasurer
- Assist Auditor every October to complete annual audit including preparation of full ministry year documents collated into yearly Audit Binder
- Maintain staff vacation records and record on database calendar
- Stay current on policies regarding CPP, EI, income tax, RPP, ROE
- Assist with determining Care Request amounts and approvals
- Manage the church membership process
- Update and maintain the Policy & Position Statements
- Update and maintain the Organizational Charts
- Update and maintain Governance/Bylaws as required
- Update and maintain a current list of Board of Directors on CRA's Business Account for Creekside Church and with Industry Canada