The Presbyterian Church

in Canada

L’Église presbytérienne

au Canada

Financial Services

**Position Title: Finance Coordinator, Financial Services**

**Position Type: Fixed Term for Maternity/Parental Leave coverage, March 2022 – June 30, 2023 - Full-time**

The Financial Services department is responsible for all the accounting functions of the church and provide accounting support to ministries and congregations.

**Job Summary:**

Reporting to the Accountant, the Finance Coordinator (FC), working with the program coordinators in the various departments of The Presbyterian Church in Canada (PCC) will be responsible for reviewing cheque requisitions from the Life & Mission Agency (LMA), the General Assembly Office (GAO) and Women’s Missionary Society (WMS), wire transfer payments and electronic funds transfers. The person will have to understand the financial cycle of the organization. The FC will assist the accountant at a high level with estates and gift annuities as well as other work as needed. Cover the AP & AR Clerks if they are on vacation or sick leave.

**Work Functions:**

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| **Work Functions** | **Tasks and Responsibilities** |
| **Cheque Requisitions** | * prepare cheque requisitions as requested by staff or other departments for processing by the AP Clerk
* ensure proper backup and proper documentation
* ensure correctness of HST/GST
* ensure requisitions are properly marked for T3010 and T4/T4As for AP Clerk to track
* obtain proper authorized signature
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| **Credit Card Statements** | * reconcile visa statements each month and prepares monthly journal entry to record visa payments
* coordination with other Finance and Admin Coordinators (Print JE & Support Document for AP Clerk to file)
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| **Wire Transfers** | * prepare wire transfers as requested by other departments and staff for processing by the AP Clerk
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| **Electronic Funds Transfers (EFT)** | * maintain spreadsheets of all EFTs for the year
* review all EFTs and support documents from all departments for processing by the AP Clerk.
* print out EFT forms and supporting documents for other departments (LMA& GAO)
* maintain spreadsheet & input into the banking system of all DR EFTs (auto withdrawal) for the year, prepare spreadsheet for EFTs as required (monthly, quarterly) for Pension, Presbyterian sharing, PWS&D, Loan and H&D just for congregations that enrolled. (Coordinate Pension Monthly automatic withdrawal with Pension Clerk)
* maintain spreadsheet of all CR EFTs for the year, prepares spreadsheet for EFTs as required (weekly, monthly, quarterly, annually) and notifies the Payroll Administrator of monthly CR EFT that require a T4/T4A
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| **Accounts Receivable Invoices & General Ledger Deposit** | * prepare all AR invoices for personal postage and printing
* ensure that “clearing account” is reconciled
* prepare all AR Invoices for PCC recourses, newspaper ads and annual insurance invoices
* enter health and dental adjustment invoice and batch quarterly
* prepare deposit for Portland cheque send to AR Clerk to process
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| **Shares Donation** | * responsible for shares donations and issue donation receipts
* process all donated shares gifts including updating the donation information in RE, receiving the funds from the bank and distributing the funds as outlined by the donor
* works with the Stewardship department to ensure the donations of shares is done correctly and within designated timeframes
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| **Gift Annuities** | * receive the cheque and contract from Planned Giving
* log information about annuity in the alpha/numerical list, the audit list and master payment list
* open a new gift annuity account and prepare journal entry
* prepare cheque for deposit
* prepare a tax receipt remittance form
* prepare the contract and obtain signatures
* record the estate in the register and open a file
* prepare fund for deposit funds coming in from the estate and record in estate register
* close deceased files and distribute remaining funds
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| **Estates** | * setup estate files in RE and issue donation receipt monthly
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| **Reconciliation** | * prepare all monthly bank reconciliations and account reconciliations for PCC accounts, Pension, and WMS
* update PWS&D Expense and Revenue monthly, works with the PWS&D Finance Coordinator to ensure accuracy
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| **Inter-company (Pension, WMS)** | * process monthly reconciliation of inter-company accounts
* prepare transfer & JEs for inter-company funds
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| **Specific to Women’s Missionary Society****Accounts Receivables** | * prepare deposit send to AR Clerk to process and enters all donations for Raiser’s Edge (RE)
* prepare cheque requisitions & EFT for processing by AP Clerk
* prepare wire transfer for processing by AP Clerk
* prepare reports as requested (Presbyterial Giving/Budget & Actual/ Endowment Funds)
* WMS yearly invoices (PCC Accountant will inform you when to do it and amount)
* record online express donations
* ensure proper authorized signature
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|  **Monthly Acknowledgment letters & Annual Receipts** | * assist in running monthly acknowledgment letters and annual donation receipts with Stewardship department
* run congregational statements quarterly and email them to Resources Production & Distribution to print and mail out
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**Qualifications Required:**

* College certificate or university degree in a related field
* 3 – 5 years of equivalent working experience.
* The person must be comfortable in interacting with many individuals including internal staff and the constituency of the PCC.
* Must have expert accounting and computer knowledge.
* Is expected to have a high proficiency in Microsoft Excel, Accpac (Sage 300), other Microsoft Applications and Raiser’s Edge donor database.
* Must have an excellent knowledge of financial administration and accounting skills
* Demonstrated organizational skills with excellent attention to detail.
* Strong interpersonal and customer service skills, with demonstrated commitment to work cooperatively and contribute to a positive and supportive working environment.
* Ability to maintain confidential information.
* Able to work effectively with efficiency and accuracy.
* Ability to work on several projects simultaneously and manage time according to established priorities with a results-oriented mindset.
* Criminal Records Check – Vulnerable Sector
* Knowledge of and respect for the beliefs, structure, programs and polity of The Presbyterian Church in Canada.

March 2022