

**SOUTHRIDGE COMMUNITY CHURCH
JOB DESCRIPTION**

Job Title: Finance Support
Hours per week: 32 hours
Reports To: Director of Finance & Human Resources

General Expectations:

Character – It is expected that all paid staff demonstrate the spiritual maturity required to effectively serve as Christ-expressive examples for others to follow and to function as servant leaders in the Spirit of Christ. As well, because of the spiritual nature of the church’s work, it is expected that they would continue to nurture and deepen their personal relationship with Jesus Christ in a way that increasingly relies on His Holy Spirit’s guidance, power and protection.

Chemistry – It is expected that all paid staff effectively contribute to fostering increasingly healthy team dynamics so that the ministry’s full potential may be realized. In staff, volunteer and congregational settings, it is expected that they would proactively encourage others and reactively resolve conflict in ways that seek to build and strengthen the unity of the Body and Bride of Christ.

Competency – It is expected that all paid staff develop and exercise their spiritual gifts to their full potential. It is also expected that paid staff serve in positions that align with their areas of strength, and that their staff position multiplies the ministry capacity of the church through the leadership of others. Particularly, paid staff are expected to effectively perform the following ministry functions:

- Promote the vision and direction of their area of ministry
- Provide support for the leaders and volunteers in their area of ministry

Culture – It is expected that all paid staff emulate, articulate, and enhance the unique DNA of the Southridge community, committing unconditionally to loving, supporting, unifying, and spiritually accounting for our church family. It is expected that the staff culture is promoted through active engagement in the three dimensions of a fully devoted lifestyle of following Christ.

Key Responsibilities (but not limited to):

- **Payroll Administration**

- Prepare, Input & Upload Payroll - biweekly
- Payroll Entries into Accounting Software (BusinessVision)
 - Inter-departmental payroll entries - monthly
- EHT tracking and remittance
- Public Holiday Pay Calculation & Payment
- Timesheet Creation & Distribution
- Provide administrative support to the HR Director

- **Donation Administration**

- Prepare & Upload Automatic Fund Transfer (AFT) Donations
 - 1st and 15th of every month
- Electronic Donation (*Interac e-Transfer, CanadaHelps.org, The Benevity etc.*)
- Donation Entries into Accounting Software (BusinessVision)
- Support the Weekly Counting Team
- Prepare and send out Giving Updates to Donors
- Prepare and send out Donation receipts

- **Other**

- Support the Shelter with Quarterly Funding Reports for Region, Agency Partners, etc...
- Process payments & prepare deposits for programs, events etc.
- Process electronic event payment from Cognito
- Process Business Visa statements – monthly
- Provide administrative support to Accounts Payable
- Monthly Bank Reconciliations
- Monthly Entries
- Inter-Company Entries with Jam Co.
- Capital Asset Listing Management
- Actively participate in and contribute to Ministry Services Team meetings, staff meetings, and staff retreats as required
- Supporting, Equipping, and Empowering Volunteers to serve and lead within this ministry