

# STAFF ACCOUNTANT

## PRIMARY OBJECTIVES

The Staff Accountant is a highly organized, detailed, and customer service oriented individual. They are committed to confidentiality and enjoy numbers, spreadsheets, and helping others understand what the information represents. They are able to work in a fast-paced environment overseeing multiple budgets of up to \$25 million dollars.

## DEMONSTRATED QUALITIES

- Fulfills requirements and lifestyle of Village Church members as outlined in the membership commitment
- Philosophically aligns with Village Church leadership
- Can develop a high degree of respect from a wide range of individuals
- Maintains strict confidentiality with honesty and integrity
- Professionalism and expertise in their field
- Problem solver
- Leadership skills
- Strong eye for details

## RESPONSIBILITIES

- Reviews budget vs. actuals for each ministry area on a monthly basis. Highlights information of note, meeting with department leaders and/or senior staff as necessary.
- Reviews expenses confirming that they are in line with the budget and appropriate to the mission
- Works closely with the Administrator in the details of bookkeeping and weekly/monthly reconciliations
- Balance sheet account analysis
- Overall responsibility for administration of annual budgeting process working under the direction of senior staff
- Oversee annual audit planning and preparation
- Performs internal audits of all accounting systems
- Reviews bank and processing fees
- Oversee annual donor receipting process
- Prepare and distribute other personal financial information to donors - e.g. quarterly giving statements, 1st time givers, etc
- Maintains fixed assets ledgers (additions, disposals, reclassifications, depreciation)
- Assist Executive Pastor and other senior staff in quantitative analysis and development of information packages and presentations
- Prepare monthly reports for Elder Team
- Ability to scale processes and systems as the organization expands and evolves
- Special projects or other necessary and related work as assigned
- Handle additional responsibilities as assigned by the supervisor

# STAFF ACCOUNTANT

- Committed to thanking at least one volunteer on a weekly basis - written card, email, text, phone call, etc
- Intentional in pursuing relationships with unchurched people - connecting with them, invitations to events, inviting to Sunday services, etc

## REQUIREMENTS

- Ideal candidate will have a Bachelor's Degree and be a registered CPA in Canada
- At least three year's experience in general accounting
- Experience with Canadian non-profit accounting is preferred
- Strong oral and written communication skills while handling detailed financial conversations in person, via phone, and email
- Demonstrated proficiency in QuickBooks, Word, and Keynote with a very high level of expertise in Excel
- Consent to a criminal background and personal credit check

## KEY RESULTS

- Monthly balanced accounts
- All staff feel on top of all aspects of their budgets on a monthly basis
- Highlighted trends or trajectories that need attention - no surprises
- Streamlined budgeting process
- Staff feel assisted and confident during budget season

## WORK WEEK

- Estimated at 16 hr/week average over a year
- Part-time, flexible schedule with two busier seasons requiring higher hours Oct-Nov (annual budget) and Jan-Mar (receipting and auditing) - but light hours in summer.