



Position Description

Position	Department
Finance and HR Assistant, Office Manager (intermediate)	Finance and Administration
Incumbent	Location
Currently staffed internally	Ottawa Office – Hybrid (4 days in the office, 1 day remote at home office)
Reports to	Date of Last Revision
VP, Administration and Finance Day to day supervision from Finance Manager	November 26, 2024
Peers	Subordinates
Finance and Office Manager Payroll Administrator Finance Assistant – Payables	None

POSITION OVERVIEW

This person will perform general finance and clerical tasks as well as human resources administration tasks. They will be the Office Manager for the Ottawa office and provide administrative support for the VP, Finance and Administration. The candidate will be trained to assist the Finance Manager in specific finance functions and to provide redundancy for these functions when other staff members are unavailable. This position reports to the VP, Administration and Finance. **Candidates should apply in writing to Karen Fishwick, karen.fishwick@theefc.ca, with cover letter and resume.**

POSITION REQUIREMENTS

The person in this position must annually agree to and sign the EFC's statement of faith, be in agreement with the EFC's Objects, and sign and abide by a code of conduct and expectations of EFC employees. The person in this position is expected to uphold the organizational ends of the EFC as set by the EFC Board of Directors in fulfilling the Position Description.

EDUCATION AND EXPERIENCE

- Post-secondary education, preferably in administration, accounting and/or Human Resources Management, or equivalent combination of education and experience
- 2 to 5 years of experience in an office environment with a variety of administrative tasks

CORE COMPETENCIES

The operational core competencies, which the incumbent must demonstrate to be effective in this position, are listed below:

- Comfortable working in a technology-dependent environment, experience working with databases is an asset
- Proficient in Microsoft Office; knowledge of Microsoft Teams is an asset
- Attentive to detail and strong organizational skills; accomplishes tasks in an efficient and timely manner
- Good interpersonal and customer service skills to communicate effectively with staff and constituents
- Working knowledge of Financial Edge and Raiser's Edge an asset; internal training provided
- Works well with a minimum of supervision and able to work with confidential information

RESPONSIBILITIES**Office Management and Administrative Services:**

Acts as the Office Manager and performs general clerical tasks for departments as required, including but not limited to:

- Prepares courier and postage items
- Answers phones as needed
- Opens and distributes mail (including scanning and emailing to remote employees as necessary)
- Donations: Creates batches, scans cheques, reconciles donations
- Performs donor lookups and adds new donors
- Updates database for returned mail (deceased, moved)
- Participates in mailings to donors (receipts and thank you letters folding and stuffing)
- Prints and mails duplicate receipts
- Orders supplies and letterhead and envelopes
- Organizes storage areas (keeps inventory of stock)
- Records extra office keys and maintains key/fob distribution list for Ottawa Office
- Assists with prep and cleaning for office events
- Acts as the fire warden for the office
- Provides administrative support for the VP, Administration and Finance

Finance Tasks:

- Creates direct debit batches
- Compiles batch coding for Canada Helps, Wire Transfer & E-transfer for Finance Manager to enter
- Sends out WEA and Personal Support project reports monthly (Balance and email to individuals)
- Downloads postage reports at the beginning of month and sends to Finance Manager
- Updates audit binder; saves digital copies
- Sends copies of Capital expenses to controller
- Assists with Accounts Payable tasks as required (backup coverage)

- Completes T2200, GST and Clergy forms (due Jan/Feb for previous year)
- Completes Excise tax refund (due Jan/Feb for previous year)
- Completes Ottawa tax refund (due Jan/Feb for previous year)
- Assists with yearly audit

Human Resource Administration:

- Prepares Offer Letters for new hire employees and volunteers
- Performs reference checks for all hires and volunteers
- Acts as the administrator for all benefits and pension programs
- Assists with onboarding new hires and volunteers
- Documents payroll updates and reviews and approves bi-monthly payroll
- Assists the VP, Administration and Finance with HR record keeping and other tasks as required

Accounts Receivable:

- Prepares, sends and tracks all invoices for Faith Today (FT) advertising sales
- Prepares, sends and tracks all invoices for any other EFC projects (Studio, Research, etc.)
- Compiles year-end FT report for auditors (outstanding invoices at May 31st compared to previous year)
- Prepares Commission report for FT Sales person & payroll department
- Takes credit card info for FT payments