

## Office Administrator and Accountant

Status: Full-time, permanent

Working Days: Typically Monday - Friday; a spirit of flexibility is expected

Location: Hybrid (details to be worked out through hiring process)

---

### About Mennonite Church Eastern Canada

At MCEC, you will connect with a dynamic group of colleagues and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of 105 congregations and church plants worship in 20 languages, and have diverse worship practices and theological perspectives within the broader Mennonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together. You can find out more information at [mcec.ca](http://mcec.ca).

### Role

The Office Administrator and Accountant provides administrative and accounting support to MCEC.

### Requirements – Work Experience and Education

- Strong administrative skills including high attention to detail
- 2 years accounting experience
- Solid experience with Microsoft Office, including SharePoint, and a solid competence in learning new technology
- Experienced improving processes and finding efficiencies

### Requirements - Attributes

- Embodies the values of MCEC and is experienced by others as a person of integrity and enthusiasm for the work of the Church, who is honest, trustworthy and hospitable
- Able to multi-task and work through interruptions
- Strong interpersonal skills
- Proven ability to maintain confidentiality
- Process minded

### Responsibilities

- Enter daily accounting transactions and other responsibilities to support the Finance function including processing and depositing income/revenue/donations/cheques, issuing receipts and thank yous, and helping with general communications with supporters
- Provide administrative support for the Executive Team, Mission Council and associated volunteer teams, including meeting minutes and maintenance of SharePoint
- Provide administrative support for the Executive Minister

- Provide HR administrative support including maintenance of HR Folks and onboarding of new employees
- Provide administrative support to the Executive Council including updating and filing policies and minutes
- Oversee MCEC's CRM (Constituency Relations Management system) and run requested reports
- Oversee common areas and coordinate schedule to ensure kitchen and meeting rooms are prepared for use.
- Order supplies as needed.
- Serve as welcome host for in person visitors at key points during the week
- Process and respond appropriately to email, phone and mail inquiries
- Participate on and support the Joint Health and Safety Committee
- Provide back up administrative support to other teams, as needed
- Support internal and external MCEC events, as needed
- Other duties as assigned

### **Relationships**

Reports to: Finance and Operations Director and Executive Minister

### **What We Offer**

We offer a competitive benefits and pension plan, support professional development and continued learning, and provide the necessary tools required to perform the role, including a laptop and monthly funds towards one's personal cell phone bill.

### **Hiring Statement**

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. As such accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Application Process**

Interested candidates can submit their cover letter and resume to [hr@mcec.ca](mailto:hr@mcec.ca). MCEC thanks all candidates for their interest, however only those applicants selected for an interview will be contacted.

This role will remain posted until the role is filled.