



MCEC

201 – 50 Kent Avenue
Kitchener ON N2G 3R1
226-476-2500

**POSITION DESCRIPTION: Accounting Assistant
Mennonite Church Eastern Canada**

Position Summary

The Accounting Assistant will provide support in advancing the mission of MCEC by providing bookkeeping and administrative assistance.

The Accounting Assistant will;

- Provide accounting and administrative support to the Financial Manager
- Provide administrative support to the AFSC
- Maintain files and records for the financial operations of MCEC
- Accurately gather information for staff and constituent members
- Represents MCEC at times in various ways such as in phone calls, emails, and face-to-face and maintains a professional and helpful tone

The Accounting Assistant reports to the Financial Manager (FM) and supports the work of the Administrative and Financial Services Council (AFSC) and the Operations and Church Engagement Minister (OCEM).

Skills Demonstrated by the Accounting Assistant

1. Strong understanding of financial and accounting principles, particularly in a non-profit environment
2. Demonstrates ability to manage and carry out a wide range of tasks
3. Strong organizational skills
4. Excellent communication skills, written and verbal
5. Works collaboratively in a team environment
6. Ability to take initiative and work independently when required
7. Flexible and willing to complete administrative tasks across all areas of MCEC
8. Ability to work on a variety of tasks with multiple interruptions
9. Capacity to work with a diversity of opinions and working styles
10. Maintains a high level of integrity and sensitivity when handling financial as well as personal and sensitive personnel matters
11. Strong computer skills including accurate data entry

Primary Responsibilities

1. Team Work

- i. Meets weekly with MCEC staff for check-in and prayer to identify upcoming events, tasks, deadlines, meetings, etc. to ensure administrative supports are in place and to pray for and with staff and our congregations
- ii. In the course of a given day, week, or season, works collaboratively with staff to accomplish organizational goals
- iii. Works with the Administrative Team as it relates to database maintenance, front desk scheduling, scheduling of rooms, maintaining a tidy workplace, office supplies, and generally supporting one another in the smooth running of the office
- iv. Supports the MCEC Annual Church Gathering through participation in the preparation and logistics, provides set-up, clean-up, registration, and support at the event where needed.
- v. Maintains personal accountability through the MCEC Staff Covenant of Ethics

2. Working with Staff and Councils

- i. Works with the Financial Manager to review accounting processes to ensure the timely and accurate processing of all financial transactions, and to support the annual audit
- ii. Works yearly with the OCEM to complete all financial mailings to individuals or congregations
- iii. Informs the OCEM of donations that require a thank you phone call
- iv. Identifies by paying attention to Council members, and Council meeting content, where and how Council goals and needs can be addressed through administrative support
- v. Regularly seeks feedback on performance and position effectiveness
- vi. Shares with supervisors and admin team members current and upcoming workload so that work is completed on time and with minimal stress

3. Accounting Responsibilities

- i. Codes, enters and processes A/P (invoices, payments), A/R (invoices, receipts), and GL (journal entry) transactions in the accounting software
- ii. Processes payroll on bi-monthly basis
- iii. Assists with the printing and mailing of cheques
- iv. Ensures accurate and timely bank deposits
- v. Assists the Financial Manager with month end procedures
- vi. Processes charitable tax receipts and donor thank you letters
- vii. Assists the Financial Manager with year end and annual audit procedures
- viii. Files and maintains accurate A/P and A/R files
- ix. Assist with analysis of financial transactions as required

4. AFSC Administrative Assistant Responsibilities

- i. Maintains and ensures current information is posted on the SharePoint site
- ii. Updates the council webpage with new members and relevant information
- iii. Oversees the logistics of the meetings, arranging the date, room booking and meal, as well as assisting with the preparation of materials in advance of meetings
- iv. Records minutes of the council meeting
- v. Maintains digital files for the AFSC
- vi. Accurately gathers and communicates information as required

5. *General Office Tasks*

- i. Manages and orders office supplies
- ii. Sends monthly email report to INS of photocopy usage
- iii. Participates in general office tasks such as kitchen duty, decorating and hospitality events as required

Qualifications

As a Accounting Assistant, Mennonite Church Eastern Canada expects the following:

- Previous experience in a bookkeeping or accounting role, with experience in a church or not-for-profit environment a definite asset
- An understanding of general accounting principles and practices
- Demonstrated strong relationship skills in relating to people of all ages, ethnic, cultural and economic backgrounds, and theological persuasions internally and externally
- Good communication skills (interpersonal and written)
- Experience working in an office setting performing administrative and accounting duties
- Ability to arrange meetings and associated travel for staff if necessary
- Demonstrated ability to take initiative and work independently as well as part of a team to achieve identified goals
- Willingness to attend evening and weekend meeting as required (infrequently)
- Experience and competence with computer programs including Microsoft Office (Word, Excel, Outlook, SharePoint), Accounting software (Adagio), Web and Database management (CiviCRM)