

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Report To: Executive Pastor

Job Title: Financial Manager

### **Job Summary:**

Reporting to the Executive Pastor at Grant Memorial Baptist Church (GMBC), this position is responsible for all accounting activities and financial reporting related to the operations of GMBC, a church with 2,200 constituents and an annual operating budget of \$2.4 million.

### **Time Requirements:**

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

### **Responsibilities:**

#### Accounting

- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee and participate in the daily accounting activities, providing instructions and support to all paid and volunteer accounting staff
- Ensure the maintenance of an appropriate accounting control environment
- Ensure adoption and compliance with generally accepted accounting principles applicable to not-for-profit entities
- Review invoices for payment and authorize payment, ensure accounts payable are paid in a timely manner. Prepare and/or review monthly bank reconciliations
- Monitor accounts receivable to ensure timely collection
- Ensure the reconciliation of all inter-organizational accounts
- Ensure the maintenance of schedules and sub-ledgers to support all accounts
- Prepare and/or review month end accruals and adjustments when required
- Ensure the maintenance of appropriate accounting records
- Maintain Capital Expenditure spreadsheet, ordering items when necessary
- Process on-line banking transactions as related to income and donation and journal entries
- Maintain the petty cash fund
- Maintain a documented system of accounting policies and procedures, an orderly accounting filing system and chart of accounts
- Maintain outsourced functions
- Oversee and maintain risk management requirements including property insurance, general liability and directors and officers insurance
- Maintain banking relationships
- Manage cash balances
- Oversee and manage accounting and related software

Payroll

- Review, and assist in when necessary, the preparation of regular payroll
- Ensure the accurate calculation of employee withholdings and their timely remittance
- Ensure the maintenance of adequate employee payroll records and issuance of required reports and forms
- In conjunction with the Executive Pastor develop the annual payroll budget
- Oversee the management and administration of payroll, benefits and group retirement savings plan

Financial Reporting

- Prepare and/or review month end accruals and adjustments
- Prepare timely monthly financial statements on an accrual basis for review with management
- Implement annual budgets and monitor departmental and entity wide revenues and expenses to budget
- Present the monthly financial statements and prepare variance to budget analysis where and when required
- Respond to accounting related queries from senior management and other operational personnel
- Act as liaison for all fiscal activities including interaction with external parties
- Oversee the annual financial audit preparation of working papers; liaise with external auditors, providing requested accounting information and documentation and responding to their enquiries
- Act as key contact for external auditors
- Issue financial statements, provide information to the external accountant for creation of the church's financial statements, calculate and issue financial analysis of the financial statements
- Calculate and issue financial and operating metrics
- Prepare and present year end reports to the constituents
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions and contract negotiations
- Complete monitoring reports related to finance for policy governance executive limitations policies

Budgeting

- In conjunction with the Executive Pastor develop the budget process and the development and preparation of annual operating and capital budgets
- Maintain the annual budget, calculate variances from the budget and report significant issues to management
- Assist in the development of longer range financial plans when required
- Prepare and present year end reports to the constituents

Regulatory Compliance

- Ensure adoption and compliance with generally accepted accounting principles applicable to not-for-profit charitable organizations
- Ensure compliance with Canada Revenue Agency standards and requirements for not-for-profit charitable organizations
- Ensure proper accounting procedures for donations, managing collection, recording and verifying accuracy of charitable receipting

- Ensure appropriate records are maintained to facilitate donor records for tax receipt purposes
- Preparation of year-end receipts for donations for tax purposes
- Prepare/oversee the preparation and timely submission of annual charitable returns and corporate reporting
- Monitor debt levels and compliance with debt covenants

Administrative

- Attend regular meetings of the Ministry Operations Team, the meeting of the Church Board as required, and other meetings as requested
- Oversee the development and regular updating of complete policy and procedures manuals
- In conjunction with the Executive Pastor develop fiscal policies and procedures to include accounts payable and receivables, capital expenditures, cash management, loans, audits, and internal accounting controls  
In conjunction with the Executive Pastor develop a financial plan, risk management strategy and internal control strategy
- Act as Privacy Officer

Direct Report

Finance Assistant, Payroll & Benefits Coordinator

**Qualifications:**

- Demonstrated ability to act proactively in identifying and analyzing issues and resolving problems
- Proven ability to supervise support staff
- Proven ability to function as part of a multi-disciplinary team
- Excellent interpersonal and communication skills
- Evidence of ongoing professional development and learning
- Excellent organizational and management skills
- Experience working with boards, committees, and volunteers
- Personal relationship with Christ that is demonstrated through lifestyle and interpersonal interaction

**Requirements:**

- Completion of a recognized accounting designation, CPA, CA, CMA or CGA
- Minimum 5 years of experience in a senior accounting position; experience as a Financial Controller an asset
- Management experience in a not-for-profit environment
- Demonstrated experience in working in a computerized accounting environment, with particular competency in Microsoft Office and accounting programs
- Understanding of and adherence to confidentiality and privacy issues

**Staff at Grant Memorial Baptist Church exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

**Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca)  
Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Financial Manager' in the subject line of the email.

The applicants following the above requirements may be considered for this position.

**Closing date:** When position filled.