

westside church

TITLE: Finance Manager

REPORTS DIRECTLY TO: Executive Minister

TYPE OF POSITION: Part time or Full time permanent

HOURS PER WEEK: 20-40 hours

**It is understood that like any committed member of the church body, this position will give some volunteer hours to the church as needed.*

OFFICE HOURS: Monday - Friday in office, 9:00AM to 5:00PM (*remote working available – to be discussed at interview*)

**Attendance at church-wide events are expected for staff to participate in, which may take place outside of regular office hours.*

COMPENSATION: \$75,000 - \$85,000 / year. Pension and benefits will apply after a 3-month probationary period.

VACATION: 3 weeks **PLUS CHRISTMAS WEEK**

JOB DESCRIPTION:

This role is responsible for the financial records and reporting of the church, overseeing the Finance team, responsible for HR records, and knowing and upholding governmental and church-based financial policies.

This role provides financial expertise through financial accounting and reporting activities, account reconciliations, journal entries and complex analysis. Involves internal audit and controls, risk assessments, year-end audit and all other related reporting activities.

THE KEY RESPONSIBILITIES IN THIS ROLE INCLUDE:

- Oversee all financial operations and activities of the organization
- Develop and implement financial strategies, policies, and procedures
- Manage the budgeting process and ensure accurate forecasting
- Perform technical accounting functions, including balance sheet and general ledger reconciliations
- Monitor and analyze financial performance, providing regular reports to senior management
- Conduct cash flow analysis
- Ensure compliance with all financial regulations and reporting requirements
- Lead the accounts payable and accounts receivable functions

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QUALIFICATIONS & SKILLS

- Post-secondary education in a financial or business program, and an accounting designation (*accounting designation preferred but not required*)
- 3+ years of experience in a similar role, preferably in a church, ministry, non-profit organization or similar organization
- Strong working knowledge of accounting principles, practices, and applications
- Strong experience and knowledge in accounting, reporting systems and internal control
- Strong interpersonal, communication, analytical and problem-solving skills
- Must be able to multi-task: work well under pressure, prioritize tasks to meet deadlines, and demonstrate a high degree of accuracy with complex information
- Proven ability to exercise sound judgment, discretion, initiative and a high degree of confidentiality
- Experience working with QBO or similar program

PERSONAL QUALIFICATIONS

- Is a follower of Jesus, having recognized and repented of personal sin and is baptized with an understanding of the gospel. The individual's life clearly demonstrates a high level of spiritual maturity.
- Is growing in Christ-likeness demonstrating a commitment to spirit (heart, will) transformation through the disciplines (prayer, study, giving, fasting, solitude, confession, unity, worship, etc.).
- Should have a clear sense of God's calling to ministry at Westside with much passion for the calling.
- Aligns with Westside's mission, values, and statement of faith, understanding that all ministries do not stand alone, but fit in under the umbrella of Westside's vision and goals.
- Has a passion for both the lost, downtrodden and broken hearted. Is a humble, organized and enthusiastic worker, with a passion to serve with excellence.
- Lives in the city of Vancouver and is committed to reaching the people of Vancouver as God provides opportunities.