

Finance Manager

Status: Full-time

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

About The Meeting House

As we emerge from a global pandemic and the challenges our church has experienced in the last year, we believe Jesus is inviting us to follow him into the next chapter of our church's life together. Our vision remains to introduce spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House communities across Southern Ontario, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense in each local context. We are all about Jesus first, which results in our values of peace, simplicity, community, and mission. We aim to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to discipleship, evangelism, and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details:

www.themeetinghouse.com

About This Role

As we emerge from a global pandemic and a turbulent season for our church, we are actively working to rebuild our church communities, systems, policies and procedures, and teams. This requires people with an entrepreneurial spirit who are gifted and passionate about following Jesus into new territory and building new things together; people who can visualize and think systematically – seeing the big picture while also tending to important day-to-day operational tasks; people who want to bring their skills and self into their work; people who want to work together for a significant purpose; people who love a big challenge. If that is you, and you have a finance and accounting mind and background, this may be a great opportunity for you!

The Finance Manager is a hands-on position reporting to the Finance Director and overseeing all finance functions, ensuring all accounting procedures, record-keeping, budget reporting and payroll functions are effectively managed, in line with best industry standards and charitable law.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Maintain and model spiritually thriving relationship with God and passion for Jesus
- Strong organizational and administrative skills, capacity to think systematically
- Capable leadership skills with the ability to oversee, lead and direct a staff team
- Hold a CPA Designation
- Five to ten years accounting experience in a charity or not-for-profit organization preferred
- Experience required with accounting software like MIP Fund Accounting and QuickBooks
- Strong computer skills in MS Word, Excel, Google Sheets and Google Docs
- Ability to multi-task and work effectively within a fast-paced organization
- Creative problem solver who can think outside of the box

Responsibilities

- Provide leadership and management to the Accounting staff
- Oversee all accounting functions including preparation of operating and capital budgets
- Set policies for all funds in partnership with the Finance Director, Treasurer and Overseers
- Oversee all policies and procedures for expense reporting and accounts payable functions

- Oversee all payroll functions
- Oversee all policies and procedures for donation collection, recording and reporting
- Oversee all financial reporting to both internal and external stakeholders
- Manage working capital and treasury functions
- Ensure Directors & Officers insurance policies are current and fully cover potential risk
- Liaison with external auditors and prepare all audit schedules
- Manage month-end close, including bank reconciliations, journal entries and other required adjustments and estimates
- Prepare monthly financial statements
- Prepare variance and account analysis
- Ensure the best, most effective accounting software and reporting tools are utilized
- Prepare all government charitable financial returns ensuring they are accurate and adhere to charitable law
- Remain current on all laws and best practices related to charitable finance law
- Ensure that fraud prevention procedures are followed regarding offering collection/counting procedures, maintaining separation of duties and ensuring accounting staff take vacations
- Support all reporting to the Overseers and members as required

Relationships

Reports to: Finance Director

Direct reports: Donations Administrator
Accounts Payable Administrator
Payroll Administrator

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

We offer a competitive benefits and RRSP plan, encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

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. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.