



WECRC

West End Christian Reformed Church

10015 – 149 Street NW, Edmonton, AB T5P 4Y4

Phone: 780-454-8151

Website: www.westendcrc.ca | **Email:** admin@westendcrc.ca

Position Description: Financial Administrator

To submit a resume or expression of interest: Email Carol at carol.slomp@westendcrc.ca

Type of Position: 10-12 hours per week; hourly; partial work from home negotiable after 3 months, with mandatory minimum 4 hours per week on site.

Date Posted: February 27, 2025

Accountability: The financial administrator is overseen by the Administration Committee and is accountable to Executive Council.

Position Description

- Maintains complete and accurate records of all West End Christian Reformed Church (WECRC) financial and business transactions.
- Disburses funds in payment of approved bills and expenses in a timely manner.
- Prepares and distributes scheduled reporting.
- Compiles and maintains budget data for presentation
- Adheres to best practice bookkeeping expectations.
- Completes required CRA filings
- Human Resources (Negotiable: Based on applicant's skill set)
 - Processes payroll
 - Advises employees on benefits and facilitate use as needed

Qualifications

1. A love for the Lord, the Church and our congregation.
2. Familiarity with the Christian Reformed Church and its structure.
3. Three – five years in bookkeeping experience preferably in a church or church related institution (e.g. the non-profit industry).
4. Post-Secondary Education in accounting considered an asset
5. Proficient with accounting software, preferably in Quickbooks.
6. Proficient knowledge in Microsoft Applications, church management software and other computer applications an asset, with the ability to learn new software quickly and efficiently as required.

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7. Good interpersonal skills and a commitment to teamwork and support of WECRC ministries.
8. Strong adherence to confidentiality.
9. Successfully pass a criminal background and credit check.

Itemized Responsibilities include (but not necessarily limited to, and subject to minor changes)

1. Record and track incoming donations
 - i. Maintain annual giving envelope distribution and ordering.
 - ii. Recording donations received via tokens, e-transfer, bill payments, credit card, pre-authorized debit transactions, shares and estate.
 - iii. Process cash and cheque donation reports from counting committee.
 - iv. Maintain database for charitable contributions
 - v. Determine and monitor budget amounts for denominational shares.
2. Ensure proper approval of bills, expenses, and reimbursement requests and issue payments in a timely manner.
3. Work with administrative coordinator in depositing and recording rental income and expenses
4. Disburse collected funds to causes in a timely manner:
 - i. “Weekly causes” monthly.
 - ii. Designated donations quarterly.
 - iii. Denominational shares yearly
5. Reporting to Council and congregation:
 - i. Attend monthly Administration Committee meeting
 - ii. Issue giving statements bi-yearly (September update and year-end statement)
 - iii. Issue charitable contribution statements yearly
 - iv. Prepare and submit monthly bulletin and quarterly financial updates
 - v. Prepare and submit monthly financials to Council Executive and Administration Committee
 - vi. Maintain timely distribution of committee financials and special group funding.
 - vii. Assist Administration Committee in assembling and preparing final budget for presentation to congregation.

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- viii. Create and submit year-end financial statements to Administration Committee and Council Executive.
6. General bookkeeping tasks:
 - i. Reconcile bank accounts, term deposits and credit products.
 - ii. Prepare and remit GST reports
 - iii. Create year-end financial statements and obtain verifying signatures and submit to Christian Credit Union.
 - iv. Prepare for and cooperate with those appointed to perform a yearly audit of the financial records.
 - v. File annual charity return.
 - vi. Ensure monthly accounting backups.
 - vii. Ensure confidentiality and security of financial information including document destruction when needed.
7. Human Resources (If included in position, based on applicant's skill set)
 - i. Process payroll for salary and hourly staff
 - ii. Update staff on mileage rate from CRA yearly.
 - iii. Remit monthly source deductions.
 - iv. Review and process approved allowance reimbursements.
 - v. Determine budget amounts related to payroll.
 - vi. Submit WCB annual return

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