

Financial Administrator (Part-Time)

Cornerstone Church is seeking a highly organized, detail-oriented, and service-minded Financial Administrator. This permanent part-time position supports the church's ministries through bookkeeping, accounts payable, payroll, financial reporting, government filings, and other financial administration. As part of Cornerstone's staff team, the Administrator carries out these responsibilities within the context of our Christian mission and understanding of stewardship.

The Financial Administrator works closely with the Facilities & Finance (F&F) Team, providing accurate financial information, identifying concerns, and offering insight to support informed decisions. F&F provides financial oversight and direction; the Financial Administrator manages day-to-day financial processes and carries out that direction in support of Cornerstone's mission and ministries.

Key Responsibilities

- Facilitate annual budgeting and prepare regular financial reports, helping staff and ministry leaders understand financial information in support of Cornerstone's ministry priorities.
- Complete bank reconciliations and maintain accurate financial records.
- Process and monitor accounts payable, semi-monthly payroll and related deductions, benefits and remittances.
- Prepare monthly/quarterly and year-end financial information.
- Complete required government and charity filings, including the T3010 and GST/HST rebate applications.
- Monitor cash flow and identify financial concerns or upcoming needs for F&F.
- Administer designated, missions, benevolent and other ministry funds according to their intended ministry purposes.
- Maintain investment information and carry out F&F's direction regarding investments.
- Prepare financial information and documentation for year-end review/audit.
- Assist F&F and pastoral staff with congregational financial and stewardship communication that reflects Cornerstone's mission, values and ministry priorities.
- Participate as a member of Cornerstone's staff team, including appropriate staff meetings, prayer and shared ministry life.
- Participate in F&F meetings, particularly during onboarding and year-end/audit periods.
- Work collaboratively with the Executive Pastor, Church Administrator, staff and volunteer leaders to support Cornerstone's mission and ministries through responsible financial administration.

A detailed Ministry Description outlining the responsibilities, ministry expectations and working relationships of the position is available upon request and will be provided to shortlisted applicants prior to an interview.

Qualifications

- A mature Christian faith and commitment to following Jesus, with an understanding of Christian stewardship and the ability to serve in a manner consistent with Cornerstone Church's mission, values and statement of faith.
- Support for and ability to work within Cornerstone Church's mission, values and statement of faith.
- Ability to communicate financial and stewardship information appropriately within a church ministry setting.
- Strong organizational and time-management skills, with high attention to detail and accuracy.
- Professional discretion and confidentiality with sensitive personal, benevolent, payroll and ministry information.
- Ability to work independently and collaboratively within a church staff and volunteer environment.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office, email, cloud-based filing platforms and QuickBooks Online.
- Experience in financial administration, accounting, bookkeeping or a related field.
- A post-secondary accounting/business certificate or diploma is an asset; equivalent education and experience may be considered.

Hours & Compensation

- Permanent part-time, hourly position averaging approximately 10 hours per week over the year; hours will vary with workload, including onboarding, year-end and audit periods.
- \$25 per hour, commensurate with qualifications and experience.
- Flexible schedule with an approved combination of on-site and remote work, depending on needs.

How to Apply

Please submit a cover letter and resume outlining your qualifications and relevant experience, along with at least two references. Shortlisted applicants will be contacted for an interview.