



## The United Church of Canada Position Description

for submission to the JEC

Signature: \_\_\_\_\_

(GCM/CES/EM/EO)

<b>Position Title:</b> Finance and Property Administrator	<b>Job Code:</b> TOR20
<b>Reports To Position:</b> Conference Executive Secretary	<b>Job Code:</b> TOR01
<b>Unit/Section:</b> Toronto Conference Office	<b>Date Prepared:</b> December, 2009 <b>Up-dated:</b> May, 2011

**Purpose:** To oversee and support all of the Conference's financial matters, including support to the four Presbyteries in the area of financial administration, to manage all Conference property, to supervise all Conference administrative staff. The work is very detail oriented with the incumbent handling all the details without further administrative support.

### Context:

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the congregations, presbyteries, mission units and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports Congregations, Pastoral Charges, Outreach Ministries and Presbyteries in partnership with Toronto United Church Council and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Outreach Ministries. A central office will support the Conference's administrative.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the congregations in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

### Organization Structure/Reporting Relationships:

This is one of fourteen positions accountable to the Conference through the Conference's Executive Secretary.

- Executive Assistant
- Finance and property administrator
- Four full-time Presbytery-deployed program staff
- Four half-time Presbytery-deployed program level staff
- four full-time Presbytery-deployed administrative staff

All administrative staff are supervised by the incumbent.

**Specific Outcomes and/or Key Position Functions:**

• **Financial Management (50 % of position)**

- provide support to the executive secretary in financial matters, writing reports and providing information as required;
- be a signing officer of the Conference;
- review all Conference and Presbytery expenditures and other financial transactions to ensure compliance with appropriate church policies and practices and with generally accepted financial practices;
- ensure the maintenance of accurate accounting practices and ledgers (journal entries, requisitions, financial statement, invoicing, cash flow, deposits, bank reconciliation) for the Conference following generally accepted accounting principles and practices;
- maintain and operate a computerized accounting system, preparing all transactions, i.e. writing cheques, making bank deposits, and creating all accounting records;
- ensure accurate, timely, and well-prepared communication with the external auditors;
- develop with the Executive Secretary the Conference budget annually and monitor the budget throughout the year;
- analyze accounts as required, and produce quarterly financial reports for the executive secretary and reports for the Conference Executive or Presbyteries as requested;
- ensure staff salaries and benefits are accurate and that all pertinent staff information is communicated to the General Council office;
- advise the Executive Secretary regularly on all financial and property matters;
- advise congregations, Presbyteries and Ministry Personnel regarding financial programs, policies and practices of The United Church of Canada;
- advise Conference, Presbyteries, committees and staff on financial and administrative programs and other matters;
- ensure that administrative staff of the Conference are enabled to make appropriate referrals with regard to financial and administrative concerns;

**Specific Outcomes and/or Key Position Functions cont'd:**

• **Financial Management (cont'd)**

- provide liaison with the General Council office on all financial and property matters of mutual concern;
- maintain a working relationship with Presbytery treasurers;
- prepare and submit annual reports for Goods and Services Tax, Charitable Status, etc.;
- calculate annual Conference and/or Presbytery Assessments for each Pastoral Charge of the Conference based on the current assessment formula;
- prepare and distribute letters and invoices to all Pastoral Charges with respect to their annual assessments;
- maintain a list of Conference-approved extra appeals and provide information on extra appeals as requested;
- prepare charitable receipts as required.

• **Mission Support (10 % of position)**

- provide support to the Conference mission support consultation;
- distribute mission support applications;
- receive completed applications and prepare reports for use by the mission support consultation;
- maintain a liaison with General Council regarding mission support grants and policies;
- receive and distribute quarterly mission support grant cheques and letters to approved applicants and prepare supplementary quarterly cheques (if applicable);
- receive, review and process all grant applications for technology, capital assistance and manse modernization grants before forwarding to General Council office;
- work with the General Council office to ensure good management of the real properties in Toronto Conference;

**Property (15 % of position)**

- manage all Conference-owned or Conference-managed property, including the negotiation of all contracts.
- maintain an accurate record of all property holdings and property transactions related to Toronto Conference;
- ensure all Conference properties are adequately insured;
- keep an inventory of all office equipment owned by Toronto Conference;
- oversee all general office maintenance, including negotiating contracts as required;
- oversee all technology equipment including the telephone system and reporting any problems to the phone provider as well as maintaining a close working relationship with the IT department of General Council;
- advise Executive Secretary on capital improvements to Conference and Presbytery offices.

**Annual meeting planning (5 % of position)**

- work with the agenda planners to ensure the smooth functioning of the Conference's annual meeting
- review and authorize all contracts related to the annual meeting
- be the liaison for all venues
- assign administrative staff to ensure adequate support for the annual meeting

**Supervision and acting executive secretary (10 % of position)**

- supervise all Conference administrative staff, including the conducting of regular performance reviews
- be a member of the search and selection committees related to all administrative positions
- function as acting executive secretary from time to time within limits established by the executive secretary, normally to do with the functioning of the Conference and Presbytery offices

**Staff Team (10 % of position)**

- be a member of the Conference's staff team, coordinating the logistics and participating in staff events, e.g. weekly worship, retreats, etc.

**Decision Making and Accountability**

Decisions This Position Is Accountable For	Recommendations Made By This Position
1. Regular banking	1. Financial transactions over \$5,000
2. Contracts relating to office equipment and operations	2. Annual budget for Conference
3. Create all financial procedures within the Conference office	3. Changes in Conference financial or investment policies
4. property repairs within already defined budgets	4. Changes in accounting procedures
5. Maintenance of Conference-owned or Conference-managed property	5. Changes in Conference-appointed auditor
6. Interpret the Conference's financial position	6. sale of church property
7. regular supervision of Conference administrative staff	7. termination of employment of Conference administrative staff
8. closing of office due to weather conditions	8. venues for annual meetings of Conference

**Qualifications/Education/Competencies/Experience:**

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A Certified General Accountant (CGA) or a Certified Management Accountant (CMA) with 3-5 years experience in budgeting, financial analysis or related areas, preferably in the not-for-profit sector. Or an equivalent combination of education and work experience.
- Good knowledge of English in its written form.
- Communicate effectively.
- Ability to take minutes at meetings.
- Highly developed computer skills, especially QuickBooks and Excel.

**Qualifications/Education/Competencies/Experience (cont'd.):**

- Planning and organization skills, together with experience in budgeting, financial analysis or related areas, preferably in the not-for-profit sector, following generally accepted accounting practices and principles using a computerized accounting system (QuickBooks) are required.
- Skills in performing numerical analysis drafting precise and concise reports and communicating results of financial analyses, both written and oral are required.
- Knowledge of The United Church of Canada, its structures and ethos are a major asset to this position.
- The incumbent is required to work with volunteers to fulfill the mandates of various structures within the Conference and the Presbyteries.
- Maintaining good relations with volunteers and with individuals in the larger church is essential.
- The incumbent is expected to monitor the adequacy of financial procedures, and to make recommendations for changes that would improve the Conference's practices or policies.
- Demonstrated ability to supervise other staff.
- Demonstrated ability to be an event planner.
- A valid Ontario driver's licence is a requirement; owning a car or arranging for alternate transportation is a requirement.

**Working Conditions:** (please mark the appropriate box with an x)

**Physical Demands and Work Environment:**

- Required to stand or sit in one location much of the time in a comfortable indoor location. Occasionally required to stoop or lift light material or equipment.
- Required to sit continuously in one location performing steady which provides no opportunity to walk about or the incumbent is standing/walking most of the time and is required to perform some work in an awkward position. Equipment or material of moderate weight has to be used or carried.
- Engaged in heavy physical activities of various kinds. The physical effort require for lifting, pulling and similar activities in considerable and the activities are performed some of the time in awkward or confined spaces which adds to the effort.
- There is almost a constant demand for strenuous physical activities of various kinds, often at the same time (i.e. climbing with a heavy awkward load). The work usually takes place in difficult position and/or confined space.

**Physical Discomfort or Risk of Accident:**

- Environment generally comfortable with exposure to some dust, dirt or other conditions which might produce mild discomfort. Very remote possibility of accident or ill-health.
- Sufficient exposure to various conditions which could produce considerable discomfort and/or moderate risk of accident ill-health.
- Sufficient exposure to various conditions which could produce extreme discomfort and/or a substantial risk of accident ill-health.

The exposure of hazardous substances, equipment and/or situations is great enough that there is extreme risk of accident ill-health.

**Sensory Attention:**

Little or no requirement for concentrated use of senses. Generally all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

There is a moderate need for sensory attention. There are some events or factors in the environment which require concentrated use of at least two or more senses periodically, but the demand is not excessive.

- x Considerable sensory attention is required. There is a noticeable demand for concentrated application of at least two senses and probably a need to co-ordinate the use of various senses.

There is an extreme demand for concentrated application of two or more senses. In all probability the senses require a high level of coordination. There is a strong need to focus simultaneously on several events or changing factors, co-ordinate the 'messages' and react.

**Mental Stress:**

- x Very little exposure to any factor likely to produce mental stress for most people, few is any deadlines of other pressures. Work may be somewhat repetitious. There could be some mildly unpleasant social contacts and or/concern about possible unpleasant situations.

Moderate mental stress would be experienced by most people because of one or more conditions which are present in the job. The stress felt would not be noticeably disruptive to the work nor would the unpleasant reaction be too strong or persistent. Work might be very repetitious. Noticeable pressure from deadlines, quotas, accuracy. Unpleasant social contacts or concern about unpleasant situations are probable.

Considerable mental stress can be experienced either by disturbing situations, noticeable pressure from simultaneous priorities or the legitimate concern about the probability of such events occurring. Some disruption of family/social life if regular. Concern about dangerous situations occurring is common. Positive results and a sense of accomplishment may be irregular.

Extreme mental stress is a noticeable part of the job. There may be disturbing emotional situations, possible exposure to public criticism, confrontation, concern about danger to self or others, conflicting demands or priorities and a legitimate concern about the probability of stressful situations which could have a serious outcome.

**Working Conditions Additional Comments:**

This position functions from the Toronto Conference office under normal office working conditions. A private office is provided. The incumbent may be required to take notes and/or minutes for the various groups related to this position. Occasional attendance at evening and weekend meetings may be required.

Because the Conference staff will be located in four offices, and because Conference property may be found in a variety of locations, the incumbent must be able to drive to various locations on a regular basis.

**SIGNATURE BLOCK:**

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Human Resources	Date