

Mennonite Church Manitoba
Job Description



Financial Services Assistant

General

The Financial Services Assistant processes donations, deposits, receivables, and payables and prepares financial statements and reports.

Supervisors

Executive Minister (on-site)
Financial Services Manager (off-site)

Duties

- Prepare and make deposits (received by check or cash)
- Record donations (received by check, cash, e-transfer, or online) in constituency relations management program (Barefoot Analytics)
- Print and (e)mail receipts with thank you notes to donors
- Issue invoices
- Record income for donors and other sources (accounts receivables) in the accounting program (Adagio)
- Issue payments by check or online
- Record payments (accounts payable) in the accounting program
- Prepare monthly and annual financial statements
- Other financial tasks as assigned by the Executive Minister or Financial
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Time

0.75 FTE

Start

January 15, 2021

Qualifications

Accuracy in recording financial transactions
Ability to work with accounting software (eg Adagio)

Expectations

Mennonite Church Manitoba expects all staff to exhibit a commitment to:

- A personal faith in Christ as Saviour and Lord;
- Being active in a local congregation that is a member of Mennonite Church Manitoba;
- Upholding in word and action the Confession of Faith in a Mennonite Perspective;
- Being committed to the vision of Mennonite Church Manitoba's mission;

- Adhering to the Personnel Policies of Mennonite Church Manitoba;
- Being energetic, creative and capable of multi-tasking;
- Working well with others as a team worker.

Salary Range (Level 9)

\$35,182.50-\$41886.75

NOTE: This position may be increased to full-time pending decisions about the transfer of additional tasks from other MCM staff.

Contact: Peter Rempel, Interim Administrator
prempel@mennochurch.mb.ca | 204-896-1616
600 Shaftesbury Blvd, Winnipeg, MB R3P 2J1