

## BRAMALEA ALLIANCE CHURCH - Employment Profile

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- I. **TITLE:** Office Manager 25 hours Bookkeeper 3 hours (approx. 28 hours a week total)
- II. **REPORTS TO:** The Senior Pastor or his designate
- III. **FUNCTION:** **TO ADDRESS THE DAILY BUSINESS AFFAIRS OF THE CHURCH, PERFORM GENERAL OFFICE ADMINISTRATION WITH EMPHASIS ON FINANCES: AP, AR & BUDGETS.**
- IV. **GOAL:** **TO CREATE AN INVITING ENVIRONMENT, PROVIDE FINANCIAL INFORMATION TO STAFF, ELDERS & CONGREGANTS WHILE MAINTAINING A HIGH LEVEL OF TRUST. TO LEARN NEW SKILLS, TO WORK AS A TEAM PLAYER, TO BE DEPENDABLE AND ACCESSIBLE TO OTHERS.**
- V. **DUTIES:**
  1. Support for congregational/member needs.
    - Maintaining Church Records: memberships, baptisms, dedications. Annual C&MA Stats Report
    - Maintenance of Office Equipment: Operates and maintains copier, printing access, network & WiFi connectivity, telephones, paper cutters, shredder, etc.
    - Maintaining and updating website access, update website when needed
    - Administration of supplies: controls office supply inventory. Keeps inventory of forms expense vouchers, deposit slips, etc.
    - Canada Summer Jobs, Manage and apply for Canada Summer Job grant positions
    - Preparation of Annual Report: maintains & reports the official membership records, collects and puts together the annual report for the membership
    - Coordinate a team of counters and schedule for counting offering weekly
    - Track attendance from services and programs; complete Local Church Annual Report for The Alliance Canada
    - Church Activities: working together with other staff to plan and execute a variety of events in the church – e.g. Funerals, Church anniversary, potlucks, farewells, Family Christmas Banquet, etc.

2. Finances: Accounts Payable (AP) & Accounts Receivable (AR)
  - SAGE-AP: prepare and process payments for invoices & expenses, prepare expense summary for the treasurer & Sr. Pastor, get signatures on payments and distribute
  - SAGE-AR: manage all funds received, update & report general funds weekly to treasurer, sr. pastor & church admin; process pre-authorized debits (PAD)
  - DONATION: (Envelope Secretary) maintain the donation system, recording weekly giving's by envelope#, prepare annual tax receipts for donors, provide reports to Sr. Pastor, bookkeeper & board
  - CIBC BANKING: liaison to CIBC for authorized signatories and statements
  - BUDGETS: maintain a budget for each staff member, updating with funds received and expenses paid; Keep a consolidated all-staff budget spreadsheet
3. Support for church pastor(s), ministries, elders and committees.
  - Clerical and logistics support for the Sr. Pastor at BAC and its various committees. Includes correspondence & phone calls.
  - Attend weekly staff meetings
  - Assisting others with computer skills: connectivity to WiFi, internet, printer, backups
  - Email management for all staff/ministries on MS Exchange
  - Manage Software Annual license renewals: MS Office 365 & Norton Anti-Virus
4. Backup coverage for Church Administrator or other non-ministerial staff position.
  - During vacation time, sickness, local errands, heavy volume periods, etc.
  - Building usage, scheduling, etc.
  - Helping with policy manual & photo directory as needed.

## **VI. SKILL SET:**

- Great people skills
- Strong working knowledge of the use of computers
- Team player
- Highest level of confidentiality
- Administrative and organized.
- **Pro-active** in duties and seeing what needs to be done and acting on it.

## **VII. WORKING RELATIONSHIPS:**

1. Reports to the Senior Pastor or his designate.
2. Works closely with other staff members, Board of Elders, specifically Treasurer and volunteers.
3. Liaison between congregants and staff members and other church leaders.

## **VIII. Bookkeeper Role:**

### **Payroll HR**

- Maintain employee files: TD1, TD1-ON, T1213 (Clergy Residence Deduction at Source); Direct Deposit Form;
- Process payroll semi-monthly (payable on the 15<sup>th</sup> and the last day of the month) in Sage Accounting System
- Process T4's (& T2213 – Clergy Residence Deduction for Pastors) at year end (January/February)
- Input payment of benefits to C&MA-CCD (for Sunlife) monthly in Sage
- Remit Alliance Retiral Fund + CRA remittances monthly
- Maintain and report employee remuneration to National office and to Treasurer for budget purposes
- Create and print Record of Employments (ROE) when employees complete their term
- Maintain and report on all temporary summer staff, including pay, T4 & ROE's

## **FINANCES:**

- Remit GAF, District ministries monthly
- Month-End, Year-End & Capital Projects reporting to Treasurer, Sr. Pastor & Board
- GST/HST Rebate application and receipt – July & February
- CIBC Bank Reconciliation – monthly
- GIC/Investment communication and reporting – liaison with CIBC + Treasure
- Annual Treasurer's Report to C&MA-CCD – April
- T3010 Annual Charity Return – deadline to complete is 5 months after fiscal year end (July 31<sup>st</sup>) – usually submit in November

### *A note from Pastor Scott...*

If you are considering this role, please know that Tracy will do training, but you do need good skills with numbers and this is more than an office manager role, though that is the primary job. This role is a sacred trust, and confidentiality is of the highest importance when it comes to the finances of the church and the bringing of tithes and offering from our church family. This is also a ministry role and that just comes with working in a church family and being a part of the Bramalea Alliance Church staff team as you will represent BAC. We have been blessed these 13 years with Tracy Bothwell who is exceptional in all areas and though retiring Tracy will still be available for several months for guidance and training. If you have a desire to apply please submit a resume with a cover letter no later than May 30 2025 to [office@bachurch.com](mailto:office@bachurch.com) or drop a resume off at the office.

Cheerfully

*Pastor Scott*