



# KNOX WATERLOO

## DIRECTOR OF FINANCE 2023

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Proud History  
Vital Ministries  
Promising Future



# WE ARE PRAYERFULLY SEEKING A DIRECTOR OF FINANCE

## **God's love includes everyone.**

**Knox Waterloo** is an inclusive, dynamic, affirming and forward-thinking congregation. We seek to grow and nurture our love for, and our faith, hope and trust in, Jesus Christ.



**We acknowledge** that Knox Waterloo is located on the traditional territory of the Anishinaabe, Haudenosaunee and Neutral Peoples.

**We seek** a renewed relationship with our neighbours, one that is based on honour and deep respect.

**We give thanks** for the ability to gather, work and worship here.



## OUR CORE VALUES

-  We believe our church is *reformed and still reforming*, and so, we recognize the importance of **prayerful questioning, innovation and excellence**.
-  We value **diversity, compassion, generosity and service to others** as we seek to respond faithfully to the changing needs of our congregation, our community and our world.
-  We welcome all ages, gender identities, racial and cultural backgrounds, sexual orientations, abilities, economic circumstances, and family configurations, as we seek to **provide a safe space for each person** to fully participate in the life and mission of the church.
-  Our gifts of time, talent and treasure reflect the principle of **“equal sacrifice, not equal gifts.”**
-  Relying on the guidance of the Holy Spirit, we are committed to **open, transparent and responsive dialogue** that is engaging, accessible and shared using multiple relevant forms of communication.
-  We affirm everyone in their faith and life journey emphasizing the **importance of our children and youth** as full participants in the life, worship and work of our congregation, celebrating their creativity, enthusiasm and energy.

Knox Waterloo Job Description: Director of Finance

Knox Waterloo Presbyterian Church

50 Erb Street West

Waterloo, Ontario

Canada

N2L 1T1

## POSITION DESCRIPTION

**We seek a Director to manage the financial responsibilities of the church in support of the Ministers and Session.**

**Sound management of the ‘business’ of the church is essential to free up the ministries of the church to function at their best.**

**This position serves on the Staff Team at Knox Waterloo.**

**Part-Time Position:** Approximately two days (14 hours) per week. Occasional overtime work is required. Able to work evening and weekend hours, where needed (e.g. Finance Committee, Annual Meeting).

## QUALIFICATIONS & SKILLS

- At least 5 years financial experience in a similar work environment is a requirement of this position.
- An accountancy CPA (Chartered Professional Accountant) designation is preferred (CGA, CMA or CA).
- A person who lives the values of this progressive congregation.
- Ability to develop, implement and monitor ministry strategic planning systems and the related budgeting process.
- Strong knowledge of church bookkeeping needs and processes.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to learn to use the Power Church Plus software system for maintaining congregational roll, all financial transactions, and making balance sheet and regular financial reports.
- Good analytical skills and having an ability to seek out answers to issues with initiative and persistence.
- Forward thinking and creative to keep systems and processes current and effective.
- Strong written and oral communication skills.
- Familiar with insurance needs, banking, taxes, and governmental and legal requirements related to non-profits.
- A breadth of knowledge of purchasing and contracting.
- Must have a current police check.
- Understands the importance of confidentiality in a church context. You are expected to keep confidential any information you acquire about Knox Waterloo and people in the congregation, except as will be permitted or required by law, even after you leave Knox Waterloo.

## SPECIFIC TASKS

- Supervises the financial tasks completed by the Office Administrator.
- Provides for the provision of Payroll services and all financial institutional issues.
- Implements financial-related processes and policies, including payroll, deductions, pension payments and remittances to The Presbyterian Church in Canada.
- Completes financial reports for the Department of Finance sufficient to recover GST/HST to the church's full entitlement.
- Creates and maintains effective arrangements with the church's banker and mortgage holder.
- Advises prospective donors on Charitable Gift Annuities and settling all arrangements with the PCC.
- Advises donors on making a gift of marketable securities and making arrangements through the church for their receipt and sale.
- Prepares reports such as monthly, quarterly, and year-end financial statements on all aspects of the churches financial affairs in working cooperatively with the Treasurer and Finance Committee, which reports to the Session.
- Coordinates donor communications (e.g. quarterly contribution statements).
- Manages the church's budget planning process with recommendations from committees, Session, and working with the Treasurer and Finance Committee.
- Attends Finance Committee meetings, and Session meetings where necessary.
- Offers guidance and oversight to lay ministry leaders of finance (Treasurer, counting teams, envelope secretaries, Finance Committee members).

### Accountability

Reports to the Lead Minister

Accountable to the Session (through the Personnel and Finance Committees)



## COMPENSATION

**Knox Waterloo seeks to be a safe place for all who work here.**

The pay will be negotiated with consideration of qualifications and experience.

This is a **part time position** with an expectation of **an average of 14 hours per week**, although there is flexibility and encouragement to appropriately schedule time so that high-activity times are well supported.

**Remuneration:** will be commensurate with qualifications and experience.

### Vacation:

- As this is a contract position, there is no provision for formal paid holiday time. It is expected that there would be consultation with the Lead Ministers as to the appropriate times to be away.

### Probation Period:

- The probationary period will be six months, with a review during the 4–5-month period.

## APPLICATION

**Expressions of interest** in this position should be emailed to **Shirley Carter**, for the Personnel Committee of Knox Waterloo Presbyterian Church to [Knox@knoxwaterloo.ca](mailto:Knox@knoxwaterloo.ca) by February 3, 2023.

- **A cover letter and current resume** are required along with a **list of references**.
- We appreciate the interest of all applicants. **Only those candidates who are being considered for an interview will be contacted.**

