

Westwood Court Community Developments Inc.

Westwood Court Community Developments Inc. ("Westwood") operates the day-to-day functions of our facility at York Road, Niagara on the Lake. We are currently in need of a dynamic, passionate, proactive and qualified individual to serve as the Manager of Finance for both Westwood and our parent company, Central Community Church (Central). **This is a full time (35 hours/week) position.**

WHAT YOU WILL DO:

The manager of Finance will be responsible for the oversight of the finances, tithing, budgets, billing, accounts payable and stewardship. The position will be required to manage the financial records of both Westwood and Central Community Church. Responsibilities outlined below will apply to both corporations. The manager will have an accounting clerk to report to them and assist with administration of finances.

The Manager will operate within the values and mission of Central Community Church the parent company of Westwood. The Manager will develop operating policy ensuring the corporate by-laws of Westwood are adhered to.

Key Accountabilities/Activities:

Community/Stakeholders/Customer

- Assistance with the Board Chair and/or Treasurer with preparing communication for the Annual Business Meeting
- Administer and manage the church's relationship with its debt holders including promissory note holders (mailing maturity notices, renewed certificates, payout cheques, semi-annual interest cheques, annual compound statements and T5 slips) and required reporting to the PAOC Financial Services
- Support the Director of Operations and Lead Pastor on interfacing with the board of directors on financial matters
- Ensure accurate billing of events and rentals and maintain the collections process
- Ensure the timely issuance of:
 - Donation receipts and thank you letters
 - Semi-annual donor statements
- Engage donors in stewardship and ensure the partnership is engaged in the financial results of the organization.
- Communicate regular updates to the church as a whole on financial position.

Internal Processes

- Responsible for the development of long range and annual Operating and Capital budgets through direction of the Director of Operations and Lead Pastor with input from the Executive Team and Boards
- Responsible for the development and implementation of an annual finance and administration department operating plan that contributes to the achievement of the agency's operational plans
- Responsible for planning, directing and coordinating, evaluating all activities necessary for the effective running of the finance department
- Prepare all organization financial statements and internal department financial reports in a timely manner on a monthly basis (includes month end closing and adjusting journal entries and bank reconciliations for the Church and Westwood)
- Provide the Director of Operations, Lead Pastor and executive team with in-year reviews of financial statements focused on risk and opportunity
- Assist external auditors with the annual audit or other audits of the Church
- Manage the Organization's cash including external investments, balancing return and risk (includes inputting necessary transfers from/to various bank accounts)
- Authorize and sign all cheques issued from Church bank accounts

- Ensure controls are in place for all financial procedures, monitoring such controls and making improvements where needed
- Submit annual Charity returns, income tax returns and semi-annual HST Rebate returns
- Develop and review relevant policies and procedures and monitor financial controls
- Engage in the process of any pertinent contract renewals and collaborate with the HR Coordinator on annual payroll updates.

Other

Actively work towards the integration of policies, procedures and systems of Central Community Church, Westwood and Community Crew to develop operating and budget efficiencies.

WHO YOU ARE:

- **Education/Experience:** A person with university degree in Business, Accounting, Finance or other similar discipline with at least five years in financial management
- **Integrity and Ethics:** A person with high integrity and strong work ethics
- **Negotiating and Influencing:** A strong negotiating and Influencing abilities
- **Proactive:** Self-motivated and able to take initiative easily. Able to gather information and problem solve
- **Creative Thinking and Innovation:** A person with strong analytical and critical thinking
- **Customer focus:** A person who is customer focused.
- **Organization Awareness (Internal/external):** A person with sound insight and judgement
- **Change manager:** Able to effect change management
- **Conflict Management:** Demonstrated problem solving skills and ability to address conflicts positively.
- **Team Player:** Reliable, dependable, positive attitude and able to work in partnership with others
- **Communication:** A person who demonstrates excellent communication skills both oral and written and strong interpersonal skills
- **Computer Knowledge:** A person who has a working knowledge of Mac, Microsoft Word and Excel, Outlook, Powerpoint, Nexonia, Sage Intact, Rocketpay (Ceridian) and any related software required for the role.

WHY YOU WANT TO JOIN US:

- To serve on a team that wants to impact and transform people's lives.
- Amazing team dynamic that is both highly motivated and passionate.

Please visit our website to learn more about us – www.centralcc.ca

If you are interested in this position, please email your resume to adeoladipo@centralcc.ca

Only successful candidates will be contacted for an initial interview.