

Position Description: FINANCE ADMINISTRATIVE OFFICER

Position title:	Finance Administrative Officer		
Immediate supervisor:	Director of Finance		
Positions directly supervised:	None		
Job Category:	6	Status: Full-Time (Bargaining Unit)	FT
Approved By:	Will Postma, Executive Director		
Date Approved	March 7, 2024		

The vision of PWRDF is for a truly just, healthy and peaceful world. The Primate's World Relief and Development Fund (PWRDF) has zero tolerance for and seeks to prevent sexual exploitation, abuse, and harassment (SEAH). PWRDF is committed to keeping the prevention of and response to SEAH at the centre of all its work.

Within that vision, the position holder will provide dedicated support on key steps to support PWRDF in progressing towards and achieving the goals of PWRDF's Strategic and Annual Plans.

The position holder promotes and thrives in a diverse and rights-based organization. The incumbent values the historical legacy that PWRDF enjoys with the Anglican Church of Canada and draws on this legacy and Scriptural mandate to promote PWRDF and to strive for a fairer and more sustainable and inclusive world.

PURPOSE OF THE POSITION:

To provide administrative and accounting support to the Director of Finance, PWRDF.
To record and maintain the day-to-day financial transactions of PWRDF.

I. DUTIES AND RESPONSIBILITIES

SUPPORT DIRECTOR OF FINANCE

- Provide administrative assistance to the Director, including but not limited to handling routine correspondence and organizational tasks
- Set up and maintain accounting files for the Director
- Assist in year-end internal audit and in external audits
- Assist in filing Tax Returns

FINANCE

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status
- Process wire or electronic payments which includes checking for signed funding agreement, bank certificates, preparing payments lists, checking payment templates and wire transfer on-line
- Assist with processing donations which includes coding, input, update and filing
- Assist with preparing monthly bank reconciliation which includes journal entries for cash deposits, wire payments and other miscellaneous entries

OFFICE ADMINISTRATION

- Assist with banking – deposits cheques and cash and requests for money order/bank drafts
- Assist with the coordination of distribution of mail
- Assist with the preparation and maintenance of administrative filing system and record keeping such as equipment maintenance, subscriptions, etc.
- Assist with photocopying and special mail arrangements

ORGANIZATIONAL RESPONSIBILITIES

- Work within PWRDF policy, guidelines and strategic directions
- Perform routine administrative tasks related to this position
- Contribute to the building and maintenance of a mutually supportive relationship between PWRDF and ministries of the Anglican Church of Canada, including General Synod, Anglican Foundation, dioceses and parishes across the country.
- Contribute to a healthy relationship between Union and management
- Fulfill lead role in program specialty assigned by the Director, Finance, Administration and Operations

OTHER DUTIES AS ASSIGNED

- Carry out additional assignments as required

II. TYPICAL CONTACTS:

INTERNAL (PWRDF AND CHURCH HOUSE STAFF)

- Director of Finance, PWRDF, on a daily basis
- Finance staff, PWRDF
- Program and Partnerships staff, PWRDF
- Fundraising and Supporter Relations staff, PWRDF
- General Synod staff, as appropriate

EXTERNAL (BEYOND PWRDF AND CHURCH HOUSE STAFF)

- PWRDF Board Members
- Finance staff, externally funded programs
- PWRDF Auditors, Partners' Auditors
- Other church bodies, church-related agencies, and development organizations
- Members of the Anglican Church of Canada and PWRDF constituency
- Vendors and/or Suppliers
- Service Personnel

III. RESPONSIBILITY AND AUTHORITY

EMPLOYEE RELATIONS

- Is accountable to the Director of Finance
- Contributes to an effective and cooperative team environment with other staff in PWRDF
- Maintains a good relationship with all members of Church House
- Sets own work priorities within established routines, procedures and departmental goals
- Normally works under general supervision
- Frequent interaction with others, internally and externally. May initiate interaction with others. Interactions may require some interpretation related to the work of Program & Partnerships team and Fundraising and Supporter Relations team

MONEY

- Responsible for the accurate inputting of financial information in the accounting system. Ensures that amounts received and disbursed reconciles with bank statements and other support documents. Fiscal responsibility is under the oversight of the Director of Finance.

DECISION-MAKING AND RECOMMENDATIONS

- Sets own work priorities within established routines;
- Level of supervision: general;
- Initiates actions, especially preparation for meetings and post-meeting tasks

IV. JOB SPECIFICATIONS

PREVIOUS EXPERIENCE, EDUCATION AND SKILLS REQUIRED

- EXPERIENCES
 - Two or more years experience working in an accounting environment
 - Two or more years progressively responsible administrative experience
 - Two or more years experience in operating spreadsheets and accounting software such as Netsuite or other full-scale ERP software
 - Experience and working knowledge of donations software such as DonorPerfect
 - Experience and working knowledge of database management is important
 - Proven ability to calculate, post and manage accounting figures and financial records
 - Excellent working knowledge of NetSuite by Oracle and DonorPerfect is an asset

- **EDUCATION/TRAINING**
 - Post secondary school diploma or BS degree in Finance, Accounting or specialized vocational training (certificate/license) with previous job-related experience
 - Training and/or familiarity of Non-profit Accounting and/or CRA Guidelines for Charities

- **SKILLS**
 - Aptitude with figures and strong understanding of accounting principles
 - High degree of accuracy and attention to detail
 - Strong analytical and organizational skills
 - Accuracy in dealing with automated banking systems and large sums of money
 - Ability to effectively manage multiple and conflicting priorities
 - Willing and able to take initiative and responsibility
 - Ability to work with and relate to people of differing interests and backgrounds
 - Ability to work cooperatively in a large staff setting
 - Ability to communicate clearly both in writing and verbally, and to listen and interpret information effectively.
 - Ability to work independently and accurately on a timely basis; to organize and prioritize duties of entire team in order to meet deadlines and to pursue assignments and projects through to a logical conclusion
 - Demonstrated inter-personal skills.
 - Ability to identify issues and problems including knowing when to ask for help and/or directions.
 - An interest in overseas development issues
 - Dependability:
 - Can be relied upon to meet schedules and deadlines with minimal supervision;
 - Achieves optimal results when confronted with conflicting priorities, obstacles and demands, and can be counted on to be a resourceful problem solver

PHYSICAL AND MENTAL EFFORT

- Interactions with different and often competing working schedules
- Moderate physical effort which may include occasional heavy lifting, frequent sitting in one position for extended periods of time and frequent visual attention to detail
- Tact and judgment are regularly required
- May need to obtain cooperation and approval of actions
- Work is performed under general supervision and involves some variety
- Work often involves competing time demands and frequent interruptions

CONDITIONS UNDER WHICH WORK IS PERFORMED

- Mainly office environment
- General absence of discomforts and risks
- Work requires attendance to In-house or Staff Residential meetings per year
- Work requires no travel and does not normally require attendance at board meetings.