

### **Financial Office Administrator**

Dominion-Chalmers United Church is a faith-based community of Christian disciples who seek to live their faith in the world. The congregation affirms a shared commitment to nurture a Spirit-led environment for worship, service, outreach and fellowship. This is a flexible part-time position of 20 hours/week from Mondays to Fridays. Working in the office is required on Wednesdays and some Thursdays. Most of the work can be completed remotely.

**Office location:** 355 Cooper Street, Ottawa, Ontario K2P 0G8

#### **What we offer:**

- Flexible part-time hours (Monday to Friday)
- Hybrid working arrangement from home and in the office
- Family-oriented positive work environment
- Competitive part-time salary of between \$30 and \$35 per hour
- 3 weeks paid vacation
- Pension and group benefits
- Free parking

#### **Job responsibilities:**

- Administer and manage the entire process of Accounts Payable and Accounts Receivable
- Stay updated with changes in statutory payroll and implement them accordingly
- Prepare deposits and cheques for signatures, and perform bank and card reconciliations
- Obtain authorizations, process banking transactions
- Maintain petty cash and bank accounts
- Oversee the payroll management every two weeks
- Prepare T4 and ROE documents
- Effectively handle HST remittances
- Update accounting ledgers and produce reports, including GST/HST reports, as required
- Deposit and record funds in database, produce and distribute annual income tax receipts
- Create and maintain documentations for audit purposes
- Maintain office calendar, coordinate schedules, and maintain church directory
- Restock office supplies and keep the office organized
- Answer phones, respond to queries from visitors to the office, and facilitate office communications
- Other tasks, as required

#### **Qualifications:**

- Secondary School Diploma
- At least **12 months** of experience in bookkeeping and office administration
- Proficiency in Microsoft Excel and Word, Google Suite, etc.
- Knowledgeable and accurate bookkeeping skills

- Working knowledge of payroll software such as Sage, QuickBooks, etc.
- Very organized, detail-oriented and works with a high degree of accuracy
- Able to multitask and take initiative
- Strong communication skills in English, both written and verbal
- Comfortable learning new accounting and computing software; as well as acquiring new skills

**If this position interests you, please email your CV to [andrew@dcchurch.ca](mailto:andrew@dcchurch.ca)**