



Part-time (2-day) Accountant, Operations

Location: Richmond Hill, Ontario, Canada

Who we are?

Richmond Hill Christian Community Church (RHCCC) is a Christian faith-based, evangelical church with 35 years of history serving in the Richmond Hill and Greater Toronto Area. Our congregation is over 4,000 people and in three difference languages, Cantonese, English and Mandarin. To learn more about RHCCC, visit rhccc.ca

What is the opportunity?

You will report to the senior accountant and assist him in accounts payable & payments initially. Your responsibility will increase to cover payroll input, recording deposits from various sources and offering data update.

The Finance team manages an overall \$6M budgeted spending with directions from the Central Team and five Purposes ministries. The team is overseen and partners with the church's Stewardship Committee which composes of the Treasurer and various finance-related professionals.

You will also work with different volunteer teams for offering count and enquiry relating to any and all areas covered in the RHCCC Finance Handbook.

What will you do?

Accounts Payable

- Using QuickBook and PayEdge for direct deposit, e-transfer and chq payment;
- Maintaining database of all suppliers, pastors & staffs and volunteers for payment issuance;
- Co-ordinating with the four Officers, usually the Treasurer, who are all signing officers for payment release;
- Monitoring fees charged by vendors;
- Answering enquiry from all authorized e-Req. users;

Payroll

- Receiving and updating semi-monthly payroll input on all employment data provided from HR;
- Verifying and implementing any payroll processes and update;
- Annual verification and issuance of applicable T-slips and government remittances;

Offering & Deposits

- Issuing offering number when requested;
- Downloading, decoding and recording offerings received online, via credit cards or e-transfer into QuickBook and Servant Keepers;
- Organizing Sunday offering count teams, supervising the count, night deposit and recording;
- Managing and recording funds received from different sources, including the medical building rental, ministries' fees and reimbursements, government subsidies and investment transactions;

Finance Handbook enquiry

- Resolving any finance related questions from pastors, MAs, staffs and volunteers, or referring to respective Stewardship members;

What do you need to excel?

- A mature Christian and commit to the philosophy, values, mission and Tenents of Faith of RHCCC;
- Matured and people-oriented servant leadership with good collaboration, team development, communication, planning, problem solving and patience;
- Demonstrated ability to prioritize, effectively manage and on-time tasks completion, well communication with colleagues and volunteer teams and ensure accountability for performance and results;
- Demonstrated ability to work effectively and develop relationship with all stakeholders/decision makers including pastors, colleagues and volunteer teams;
- 3+ years of working experience in a large private, public or non-profit organization;
- Role model and support RHCCC's core values, purposes and cultivate the cultures we need to excel in the immediate and long term
- Besides English, good command of spoken and written Mandarin/Cantonese is an asset
- Good understanding of RHCCC's values and culture is an asset

Working conditions

Your regular office hours are on weekdays, but you are expected to be made available for meetings in evenings and weekends when required.

Reporting structure

You will report to the Senior Accountant, and occasionally to the ECB Treasurer.