



Opportunity Profile

FINANCE MANAGER
KNOX PRESBYTERIAN CHURCH

NELSON/KRAFT
AND ASSOCIATES

THE FINANCE MANAGER



Are you an experienced Finance Manager with a knowledge of not-for-profits? Knox Church is looking for an analytically strong, self-starter to join their team as Finance Manager. Working closely with the Director of Finance, the Finance Manager is responsible for the day-to-day accounting operations, including reconciliations, banking, bill payments and payroll, ensuring full compliance with all financial regulations, policies and procedures. Beyond financial operations, the Finance Manager will share a heart for God and a desire to serve. If this sounds like you, we would love to connect!



OUR STORY

Knox Church is an urban, evangelical and Reformed community with an emphasis on expository preaching, local and global missions, and intercessory prayer. Located conveniently next to the University of Toronto's downtown campus, Knox has a vision of "Following Jesus, Loving the City, Serving the World." The congregation is multicultural and multiethnic – drawing from across the Greater Toronto Area – and is a member of the Presbyterian Church in Canada.

Worship at Knox is rooted in the Reformed tradition while finding contemporary expressions, both musically and liturgically, fitting our unique context. We seek to engage and express the broad range of cultures, languages, generations and traditions represented in our congregation and local area. This deepens our discipleship and enlivens our witness, connecting us to the global and historic church, and testifying to the expansive, barrier-breaking family of God described in Scripture.



OUR VISION

FOLLOWING JESUS

Following Jesus. It's as simple as that. Knox's desire is to follow Jesus, as he is revealed to us in Scripture, in God's story of his love for broken humanity.

LOVING THE CITY

We follow Jesus by obeying his commands. He calls us to love our neighbour, and for Knox that means the city of Toronto.

SERVING THE WORLD

We believe God is at work in the world. His heart is for all people to know him and for his world to be transformed by his love. We believe Knox is a part of this work.

KEY RESPONSIBILITIES

Day-to-day accounting

- Responsible for all day-to-day accounting functions including AP (invoices, expense reports, credit cards) and revenue (donations, facility rentals, camp registrations, other events).
- Perform full accounts payable function by preparing cheques or EFTs for all invoices and expense reports on a timely basis, including coding of all accounts payable transactions.
- Ensure all church credit card receipts are accounted for according to VISA statements, and properly recorded.
- Make all bank deposits including donations, facility rentals, parking, camp registrations, etc.
- Ensure all donations are recorded in the donor management system (Breeze) and in the accounting system, and perform reconciliations as required.
- Maintain accounting records according to the filing and records management system.



Compliance

- Prepare financial, tax and other key filings in compliance with CRA and other regulatory requirements, including T3010, denominational filings, donation and camp tax receipts, HST filings and grant related filings.
- Ensure compliance with Canadian accounting standards for not-for-profit organizations, CRA guidelines for charities and all other applicable regulations.
- Implement and maintain systems and policies to support new and existing processes.



Payroll

- Perform accurate and timely bi-weekly payroll runs for all employees, and prepare payroll journal entries.
- Prepare payroll-related remittances including monthly WSIB remittances and DC RPP contributions.
- Assist the Director of Finance with the administration of the group benefits and pension programs.
- Reconcile vacation entitlements twice yearly.
- Implement changes in pay as required.
- Maintain detailed payroll records as required including for audit purposes, in accordance with statutory requirements, collaborating with HR and other teams to ensure records are accurate and up to date.
- Prepare payroll-related compliance items including T4s, WSIB and EHT returns.



Financial reporting and planning

- Lead the preparation of month end financial statements and analyses for ministry team leaders and committees, including month end balance sheet reconciliations and budget variance reports.
- Support the annual audit of financial statements through preparing the year-end supporting package and providing the auditors with all requested support and analyses.
- Support the development of the annual operating budget through preparing and reviewing ministry budgets and the annual budget approval package.
- Support ministry team leaders throughout the year as it relates to budget and financial matters, including ongoing monitoring of the budget.

Other

- Participate in regular supervisor check-ins and all-staff meetings.
- Become involved in the life of the church (encouraged).



QUALIFICATIONS

Characteristics

- A Christian with the servant heart of Jesus.
- Able to work independently and take initiative, and also able to work as part of a team.
- A natural problem solver and thrive on getting the job done, with a focus on continuous improvement.
- Aspire for excellence in your work.
- Self-confident, reliable, flexible and persevering.
- Full of honesty, integrity and authenticity.
- A love for challenges and learning new skills.

Education and experience

- Degree or diploma in Accounting/Finance/Business, or an equivalent education or level of experience.
- Professional accounting designation (CPA, CMA or CGA) preferred, but not required.
- Minimum 3 years of relevant experience (AP/AR/GL/payroll), preferably in a charity or not-for-profit environment.
- Proficient in Microsoft Office applications including Excel, Word and PowerPoint.
- Able to commute to Toronto daily to work onsite.

QUALIFICATIONS CONT.

Knowledge, skills and abilities

- A team player who values learning and working in community.
- Excellent communication and interpersonal skills, including the ability to relate with different levels of stakeholders and interpret complex information and ideas to a varied audience.
- Committed to increasing client satisfaction and providing prompt and positive service to internal and external stakeholders.
- Will communicate problems and resolutions to the Director of Finance in a timely manner.
- Excellent time management skills with the ability to prioritize tasks and meet critical deadlines.
- Able to maintain and demonstrate professionalism.
- Detail-oriented, with an analytical mind and good organization skills.
- Demonstrated experience handling confidential information with sensitivity.

Please be advised that in order to be eligible for employment at Knox, all new hires must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series), and have received the final dose of the COVID-19 vaccine at least 14 days prior to the start of employment. Medical exemptions or any other kind of requested exemption based upon the Church's obligation pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

SEARCH PROCESS

OUR SEARCH TEAM



keith@nelsonandkraft.com
519.831.5765

KEITH KNIGHT

LEADING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders.

He served as director of communications with the Christian Reformed Church in North America, then director of communications with The Presbyterian Church in Canada. He served on the global board of the World Association for Christian Communication and as president of the Institute for Faith, Culture and Technology.

He has served in leadership roles throughout his life, both within his church community and the broader provincial, national and international communities. He thrives on relationship-building and discovering organizational and individual needs. Keith says that his passion is "people and helping them flourish."

SEARCH PROCESS

OUR SEARCH TEAM CONT.



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JEFF PITCHFORD

SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



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778.982.4427

MARK KRAFT

SUPPORTING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Toronto, ON

Application Deadline: October 6, 2022

Start Date: TBD

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.