

Job Title: Deposit Manager

Reports To: Director of Finance

About Us:

Kings Church is a vibrant, multi-site community committed to spreading the gospel throughout Atlantic Canada. Our mission is that all people in all places will know the life-saving power of King Jesus!

Position Summary:

The Deposit Specialist is responsible for supporting the daily processing and administration of deposit-related activities. This role ensures accurate, timely, and confidential handling of deposit transactions, account maintenance, and related support tasks.

The ideal candidate is a detail-oriented team player whose heart is for the Lord and enjoys supporting a mission-driven organization through accurate and efficient financial administration.

Key responsibilities include but not limited to:

- Process and review donation and deposit transactions and supporting documentation.
- Assist with account setup, maintenance, closures, and file updates.
- Investigate and resolve deposit exceptions, errors, and discrepancies.
- Support ACH, mobile deposit, direct deposit, and related payment activity.
- Reconcile deposit-related records and assist with balancing tasks.
- Respond to staff or customer inquiries about deposit issues.
- Maintain accurate records and support audit or reporting requests.
- Follow internal controls, policies, and confidentiality standards.

Qualifications:

- Experience in banking, deposit operations, bookkeeping, or financial administration would be considered an asset.
- Strong attention to detail and accuracy.
- Good problem-solving and communication skills.

- Comfort using financial systems and Microsoft Excel.
- Ability to manage multiple priorities in a deadline-driven environment.

Core competencies

- Attention to Detail
- Discretion and confidentiality.
- Problem-solving and initiative.
- Ability to manage multiple priorities.

Working conditions

- Part-time, Hybrid (once training and probation is complete)
- Occasional extra hours during month-end, year-end, or audit periods.
- The final salary offer will be determined based on the candidate's specific qualifications, skills, and depth of experience."

How To Apply:

Please send your resume and cover letter to: jobs@kingschurch.cc.

Include "Deposit Specialist" in the subject line of your email. We look forward to learning how your skills and vision can contribute to our team at Kings Church.