

**Job Title:** Finance Assistant

**Location:** Quispamsis, New Brunswick

**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 Financial Assistant supports the finance team with day-to-day accounting, record management, payment processing, and financial administration. This role helps ensure accurate, timely, and confidential handling of financial information of the Kings Church mission.

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:**

- Assist with accounts payable and accounts receivable.
- Prepare and enter journal entries, coding, and transaction support.
- Reconcile bank, credit card, and other balance sheet accounts.
- Maintain donor, vendor, and financial records accurately and confidentially.
- Assist with month-end and year-end accounting tasks.
- Prepare reports, spreadsheets, and supporting schedules for management.
- Help with filing, document retention, and audit preparation.
- Respond to basic finance-related inquiries from staff, vendors, or donors.
- Carry out other administrative and accounting tasks as needed.

## **Qualifications**

- Post-secondary education in accounting, finance, business administration, or a related field would be an asset.
- Proficiency in Excel and accounting software would be an asset.
- High attention to detail and accuracy.
- Strong organizational and time-management skills.
- Ability to handle confidential information professionally.
- Clear communication skills and a cooperative team approach.

## **Core competencies**

- Discretion and confidentiality.
- Problem-solving and initiative.
- Ability to manage multiple priorities.
- Service-oriented attitude.
- Willingness to learn and adapt to changing processes.

## **Working conditions**

- Full-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."
- Very attractive Health and Dental coverage, among others.

## **How To Apply:**

Please send your resume and cover letter to: [jobs@kingschurch.cc](mailto:jobs@kingschurch.cc).

Include "Finance Assistant Position" 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.