

Finance Officer/Office Coordinator - Job Description

The Consistory Office (head office) of the Ukrainian Orthodox Church of Canada (UOCC) corporation requires an office coordinator with financial experience. The UOCC is incorporated federally and has about one hundred and fifty affiliated parishes from British Columbia to the Montreal, Quebec area. The Consistory Office operations encompasses a broad spectrum of matters, ranging from religious, personnel, property, record administration plus the general administration of the corporation.

This Finance Officer/Office Coordinator will ensure the UOCC's financial records are maintained and the administrative needs of the head office and organization members are addressed in a timely manner. The office coordinator is not responsible for the management/supervision of the clergy, religious matters, support of the Metropolitan, responding to queries of a religious nature from parishes or priests, these being in the purview of the Metropolitan and the Chancellor.

Position:

Finance Officer/Office Coordinator

Reports to:

Accountable to the Consistory Board and reports to the Chancellor and Treasurer.

Duties:

1. Financial:

- Preparation of monthly financial reports
- Day-to-day financial transactions (processing income, expenses, deposits, reconciliation of accounts, cheque runs, etc.)
- Preparation of payroll worksheets
- Processing of monthly benefits and pension calculations
- Support budget preparation and preparation of grant applications
- Liaise with external financial contractors, such as UOCC's accountant, auditors, and parishes regarding financial matters
- Preparation of working documents for annual audit
- Assisting with various aspects of group benefits, including registrations, making claims and providing information
- Quarterly GST filing

- Assisting the Treasurer as directed

2. Administrative:

- Manage office supplies and equipment, maintenance/service contracts, technology / telecommunications systems
- Manage telephone, mail and email communications, within the scope of the job, both internally and externally, maintaining the reputation of the UOCC
- Support implementation of effective filing systems
- Prepare, respond to and file correspondence regarding matters within job scope
- Oversight of record retention and queries related thereto, including membership lists, Church records, etc.
- Oversight of properties owned directly by the UOCC as well as day to day handling of head office space (tidying, recycling, etc.)
- Interacting with other corporations and/or institutions on matters within the Finance Officer/Office Coordinator's purview
- Supervision of other support staff
- Working with the standing and ad hoc committees of the Consistory Board and supporting governance processes (e.g. assistance with scheduling, logistics and other needs related to Consistory Board meetings, Sobors, etc.)
- Other duties as required and as assigned from time to time by the Chancellor or Treasurer.

Hours of work & Location:

The position is a full-time employee, i.e. ~35 hrs/week (flexible work arrangements may be considered). The normal location of work will be the Consistory Office of the Ukrainian Orthodox Church of Canada which is 9 St. John's Avenue in Winnipeg, Manitoba, but the Finance Officer/Office Coordinator will be expected to visit other locations in the City of Winnipeg as needed.

Experience:

- Minimum 3-5 years experience doing full-cycle bookkeeping and working knowledge of Quickbooks Desktop
- Working knowledge of benefits programs, payroll programs
- Prior experience as an office manager/office coordinator with financial management responsibilities or equivalent experience
- Experience with accounting for non-profit and charitable organizations (including tax regulations, charitable tax filing, and GST filing for a charitable organization) a strong asset

Education:

- Grade 12 diploma
- Completion of a college program in accounting, bookkeeping or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk -- or an equivalent combination of education and experience
- Completion of a relevant undergraduate degree would be considered an asset.

Specific Skills:

- Proficiency with office software including QuickBooks, and MS Office including Excel and Word.
- Excellent time management and organizational skills
- Ability to work independently, including taking initiative, multi-tasking and making decisions within job scope, as well as work collaboratively in a diverse environment
- Strong written and oral communication
- Strong interpersonal skills
- Sensitivity to the religious nature of the organization

Compensation and Benefits:

Starting compensation will be in the range of \$25-35/hour for a 35 hour work week.

The employee would be eligible for the group benefits plan, including RRSP, after completion of probationary period.

Other:

The successful applicant must submit an updated criminal record Check prior to commencement of work

Applicants shall submit their resumes, along with three references, by email as pdf and to the attention of:

- 1) Fr. Taras Udod, Chancellor at <chancellor@uocc.ca> ,
- 2) Donna Reed, Treasurer at <drdonnareed@gmail.com>
- 3) Stephania Luciuk, Chair of the HR committee at <sluciuk@gmail.com>
- 4) Sondra Haglund of Wiltshire at <sondra@wiltshirebusiness.ca> and
- 5) Tony Harras, Director at <harras@sasktel.net>

Deadline for submitting resumes will be on or before two weeks of the date of this job posting.