

Finance Administrative Coordinator

Location: Brantford, ON (N3R)

Company: Christians for Israel, Canada

Job description:

We are seeking a highly organized, detail-oriented, and versatile Finance and Administrative Coordinator to join our team. This pivotal role is responsible for managing critical financial, payroll, and administrative functions, ensuring smooth operations across the organization. The ideal candidate is proficient in both accounting and HR support tasks, comfortable with a high degree of responsibility, and capable of supporting various teams, including donor engagement.

Key Responsibilities

1. Payroll & Employee Benefits Administration

- Process payroll for employees using **Dayforce (formerly Ceridian)**.
- Manage payroll submissions and reporting to the **Canada Revenue Agency (CRA)**.
- Administer employee benefits and the retirement benefit platform.
- Ensure compliance with payroll regulations and reporting requirements with integrity.

2. Payment Administration & Basic Accounting

- Handle payment processing and ensure timely, accurate disbursement of funds.
- Perform basic cashbook accounting in **QuickBooks (QB)**.
- Assist in preparing and submitting **HST/GST**, CRA reports, and annual returns.
- Support financial reporting and expense reconciliation to promote transparency and accountability.

3. Compliance & HR Administration Support

- Ensure timely submissions of **CRTC applications**.
- Support Health & Safety processes, D&O insurance renewals, and HRIS maintenance in collaboration with the Office Manager.
- Contribute to a supportive and caring workplace environment.

4. In-House Event Coordination

- Coordinate catering, hosting, setup, and cleanup for in-house events.
- Work alongside ministry teams to create welcoming, Christ-centered environments for gatherings and activities.

5. Office Administration

- Provide administrative support to enable the Office Manager to focus on HR and team leadership.
- Oversee general office functions to help ensure a smooth, well-organized ministry space.

6. Staff Backup & Donor Engagement Support

- Provide backup support to donor engagement staff (call center).
- Assist with administrative tasks related to donor care and stewardship when needed.
- Serve as backup for collecting mailed cheques and counting cash donations with diligence and confidentiality.

Qualifications

- Experience with Dayforce payroll processing and QuickBooks accounting is required.
- Strong understanding of CRA payroll remittances and reporting is required.
- Basic understanding of IRS and US accounting is an asset.
- Excellent organizational and multitasking skills.
- Ability to maintain confidentiality and handle sensitive information with integrity.
- Heart for ministry service, strong teamwork skills, and a commitment to supporting a faith-based mission.
- A passionate faith walk and committed love for Jesus Christ.
- Experience in a church, or para church ministry is preferred.

Apply by sending your resume and a cover letter including a statement of faith to **office@c4i.ca**. We regret that we are unable to acknowledge every application. If you are selected for an interview, we will contact you as soon as possible. The start date is TBD and will be discussed within the interview process.

Pay & Benefits: From CA\$50,000.00 per year onwards

Work Location: Brantford, In-Person

Application Closing Date: Will close once position has been filled