

Office Manager

Job Description | Celebration Church, Regina, Saskatchewan

Position	Office Manager
Status	Permanent, part-time (24 hours per week)
Reports to	Lead Pastor
Schedule	Tuesday–Thursday, 9:00 AM–5:00 PM (some flexibility needed & available)
Location	Celebration Church office, 3130 Renfrew Cr. Regina, Saskatchewan
Key systems	Sage (accounting), Planning Center, Stripe, online banking, Google Apps

Position Summary

The Office Manager is the first face of Celebration Church and the steward of its day-to-day operations. The Office Manager welcomes everyone who calls or walks in, manages the church office, rentals and records, and administers the church's finances: receiving and depositing gifts, paying bills and staff, producing monthly financial reports, and completing the filings that keep Celebration's charitable status in good standing.

The Office Manager works closely with the Lead Pastor, staff team, Treasurer, and with outside professionals such as the auditor, bank and contracted service providers.

Primary Duties

- Provide a warm, professional first point of contact by phone, email, mail and in person.
- Administer church finances accurately and with integrity, within Celebration's internal controls.
- Safeguard Celebration's records, charitable status and regulatory compliance.
- Coordinate office operations and building rentals.

Key Responsibilities

Front Office and Operations (approximately 25%)

- Answer phones, check messages, and process email and incoming mail.
- Welcome congregants, newcomers, families, renters, vendors, tradespeople and community groups, answering questions or directing people to the right person or ministry.
- Respond with care to people in need, including those looking for Pantry support or pastoral care, connecting them with the appropriate pastor or ministry.
- Outbound calling to provide reminders and invitations to special events or to follow up with people noticed as not attending recently.
- Maintain and order office supplies and equipment, including communion supplies.
- Manage the photocopier lease, service requests and supply orders.
- Track, maintain, renew and cancel contracts, leases and subscriptions.

- Maintain membership records in Planning Center.
- Attend weekly staff meetings, and remind staff of hours and expense submission deadlines.
- Assist with the AGM and Budget Meetings, including attendance and registration records, quorum, and vote ballot preparation.
- Regularly evaluate and provide suggested improvements to existing systems and processes.

Rentals (approximately 5%)

- Receive and manage all rental requests, from first inquiry to the end of the rental.
- Answer questions, confirm availability with staff, prepare rental terms, and invoice and collect payment.
- Arrange sound and media volunteers for rentals that need them.
- Manage keys and access codes, and be the main contact for renters' questions and problems.

Banking, Donations and Payables (approximately 25%)

- Receive all revenue, including the Sunday offering, cash, cheques, e-transfers, Stripe and other online gifts, and stock donations.
- Prepare weekly deposits with supporting documentation. Offerings are counted with at least one other person, and deposits are delivered to the bank.
- Enter Stripe donations in Sage, and confirm that donation records match the general ledger.
- Maintain donation records by calendar year (for receipts) and fiscal year (for audit).
- Issue charitable donation receipts.
- Process payables and staff expense reimbursements weekly: collect receipts, verify information and account coding, enter them in Sage, and prepare e-transfers or cheques for second approval.
- Pay utilities, contractors, staff, government and other suppliers.
- Complete monthly bank reconciliations.
- Administer the church's credit union accounts and Customer Activated Funds Transfers (CAFT), including leases and other automatic payments that require a second signature.
- Administer the account used to receive stock donations.
- Follow Celebration's internal controls for cash handling, dual approval and safe access, and help keep these procedures current, documented and communicated.

Payroll and Benefits (approximately 15%)

- Collect staff hours and process payroll, releasing payments through CAFT.
- Track employee sick time, vacation, ministry and personal leaves.
- Submit monthly CRA payroll remittances.
- Complete payroll year-end requirements, including T4 and T4A slips and Workers' Compensation submissions (both due by February 28).
- Prepare the monthly cheque for staff RRSP contributions.

- Administer the group benefits plan: report changes (salaries, new employees, family changes), enrol new employees after the three-month waiting period, and track each employee's current coverage.
- Maintain personnel records and new-employee paperwork, including Records of Employment.

Financial Reporting, Budget and Audit (approximately 10%)

- Produce month-end reports for the Board and staff: Balance Sheet, Comparative Income Statement and Treasurer's Report.
- Support the auditor in producing the annual audited financial statements, including preparing records and providing access to Sage.
- Assist staff in preparing the annual budget, and enter approved budgets in Sage and the Treasurer's Report for tracking.

Government and Regulatory Compliance (approximately 10%)

- File the T3010 charity return with CRA, the most important annual filing for retaining charitable status. It reports all revenues and spending, financial statements, directors, and gifts to qualified donees.
- File the annual return with the provincial corporate registry (ISC) by the end of January, reporting board changes and financial statements and naming the Chair, Co-Chair and Treasurer.
- Submit GST rebate applications twice a year.
- Pay annual membership fees (for example, the Canadian Council of Christian Charities).
- Maintain a calendar of all filing deadlines, and make sure each is met.

Records, Governance and Volunteer Compliance (approximately 10%)

- Maintain corporate records and certificates, and file approved Board minutes.
- Track and request police record checks for staff and volunteers, and keep them current.
- Keep physical financial records for seven years (six plus the current year), prepare them for the auditor, and securely destroy them when due.
- Maintain insurance and other key contracts, including building insurance renewals.
- Protect confidential information, including donor giving, payroll, membership and volunteer records.

Personal Competencies

- Warm and hospitable, with a calm, welcoming presence for every person who contacts the church.
- Organized, accurate and dependable, with strong attention to detail and deadlines.
- Wise in exercising discretion and confidentiality.
- Self-directed, able to manage a steady flow of interruptions while completing planned work.
- Cooperative and clear in working with staff, volunteers, Board members and outside professionals.

Education, Skills and Experience

Required

- Post-secondary education in office administration, business or a related field, or equivalent experience.
- Demonstrated financial acumen relevant to church administration, including restricted fund accounting, donor management, and non-profit financial reporting.
- Previous experience in office administration or operations.
- Comfort with accounting software, and a willingness to learn Sage.
- Proficiency with email, word processing and spreadsheets (Excel and Sheets).
- Excellent oral and written communication skills.

Assets

- Bookkeeping, accounting or payroll experience.
- Experience with Canadian charity and non-profit requirements, including CRA reporting.
- Experience with Planning Center or other church management software.

Conditions of Employment

- Satisfactory completion of a vulnerable sector police check, and satisfactory references.
- Willing to embrace Celebration's Vision, Mission and Values, agree with Celebration's Belief Statements, sign the Personal Conduct and Integrity statement (below) and abide by our Covenant of Honour.
- Commitment to become an integral part of Celebration's church family (membership, regular attendance, etc)
- Agreement to maintain the confidentiality of church, donor and personnel information.

Position Note

Celebration may contract some specialized bookkeeping, accounting and payroll functions to external providers, depending on the skills of the successful candidate. The scope of financial duties will be confirmed at hiring. In all cases, the Office Manager remains the internal owner of receiving and depositing funds, preparing payments for approval, verifying receipts and records, working with the external providers, the auditor and the Treasurer, and making sure every deadline is met.

The current Office Manager is preparing to retire. A period of training and handover with the current Office Manager will be arranged.

This job description is subject to change.

Annual Compliance Calendar

Key dates as currently documented. This calendar will be completed and confirmed during handover.

Filing or task	When	Notes
Corporate registry (ISC) annual return	By end of January	Board changes, financial statements, officers; filing fee
T4 and T4A slips	By February 28	T4As include mission-related payments
Workers' Compensation submission	By February 28	Year-end requirement
GST rebate application	Early March and early September	March covers Sept–Feb; September covers Mar–Aug
Saskatchewan Provincial Sales Tax (PST)	January 31 each year	Must file even if \$0
T3010 charity return (CRA)	February 28th	Due six months after fiscal year-end
CRA payroll remittances	Monthly Through Conexus	Part of payroll
Month-end financial reports	Monthly	Bank reconciliation first, then reports
Canadian Council of Christian Charities	December	Annual membership fee
Audit	ASAP After Year-End	Records go to the auditor by year
AGM and Budget Meetings	January - AGM June - Budget	Registration, quorum, ballots

Personal Conduct and Integrity

As an integral part of the Celebration Church team, the Office Manager will demonstrate a high level of Christ-centred and Holy Spirit-guided personal and professional conduct. The Office Manager will refrain from consuming products that lead to intoxication, and from licentiousness, lewd or rude conversation, and any destructive or addictive behaviours.

The Office Manager will be observant of and obedient to God's Word as it pertains to tithing, consistent fellowship with the body of Christ, and living a lifestyle beyond reproach.

Acknowledgment

I have read and understand all aspects of the role as described above. I also agree to abide by the spiritual and personal conduct expectations outlined in the Personal Conduct and Integrity section of this document, as required for the successful execution of the duties associated with this role.

Signature:

Date: