



Administrative Assistant – IT and Finance

The Opportunity

The Anglican Diocese of Toronto is looking for an experienced Administrative Assistant who will work with the Finance Department. The Administrative Assistant will coordinate and support all IT related issues at the Diocesan Office, provide administrative support to the Finance Department, as well as coordinate all office management activities. This position is full-time for approximately 18 months. Applicants should have 2-3 years of related experience, be well organized, and able to work with minimum supervision. Basic information technology, financial and accounting experience is preferred.

Major Responsibilities:

- Be the lead person, under the direction of the Director of Finance, to work with the information technology service provider to ensure organizational continuity and operational efficiency.
 - Address service issues by setting up service tickets as required.
 - Oversee and approve incoming support inquiries.
 - Follow up on service requests and escalate issues when required.
 - Submit new hire laptop requests.
 - Perform user onboarding and offboarding.
- Provide support to the Finance department staff and have general knowledge of the day-to-day functions in order to support their work.
- Assist the Treasurer & Director of Finance:
 - Prepare background information for reports and memos to the various stakeholders.
 - Provide support for the committees as directed. This includes scheduling, tracking agenda items, preparing materials, booking and setting-up the meeting rooms, and taking minutes.
 - Prepare correspondence to inquiries (verbally and written) from all stake holders, including clergy, churchwardens, parishes, committee members, and Diocesan staff, where appropriate.
- Maintain executive decisions log made by Synod Council, Investment Committee, Finance Committee, Audit Committee, Parish Finance Advisory Committee and York Rectors Fund.
- Prepare Finance department documents and manuals.
- Prepare the Finance Committee chair's report after every finance meeting for Synod Council.
- Track grants and Canon 24 appointments in File Maker.
- Compile minutes for the audit and assist in gathering information for the year-end audit.
- Obtain invoices in the portal and forward them for processing on a monthly basis.
- Maintain electronic filing systems for the department.
- Renew leased car license plates and monitor car lease payments.
- Update the Finance section of the website as required.
- Track and maintain loaner laptops.
- Maintain a log for all IT equipment.
- Monitor faxes and forward them to the appropriate department on a daily basis.
- Monitor office equipment to ensure organizational continuity, operational efficiency and contract for repairs if required.
- Provide AV support for all of the meeting rooms.
- Provide reception coverage.

Values, Skills and Experience for this position

- Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.
- 2-3 years' experience in administration or related role.
- Basic financial and accounting knowledge.
- Basic Information Technology knowledge and experience is preferred.

- Excellent collaborative skills and ability to work in a team.
- Excellent interpersonal skills
- Demonstrates a strong level of accountability.
- Demonstrates a strong level of innovation and commitment to best practices.
- Demonstrates a strong level of adaptability and flexibility.
- Demonstrates a high level of ability to build relationships.
- Excellent communication skills both verbal and written.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada.
- The ability to show good judgement and maintain confidentiality.
- Managing many and varied tasks.
- Strong organizational skills and the ability to take initiative and work independently.
- Excellent customer service and ability to resolve problems diplomatically.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook), databases.

Staff Benefits

- The opportunity to work with a small staff team (34 in the head office) and interact with the clergy and senior leaders of the parishes who are passionate about the work of the organization.
- 3 weeks annual vacation; summer hours; and additional paid holidays.
- Hybrid work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program
- Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
- Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.

About the Anglican Diocese of Toronto

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

To apply for this position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8

Email: hr@toronto.anglican.ca

We thank all applicants, however, only those selected for an interview will be contacted.