

**St. John's York Mills Anglican Church  
Job Position Posting**

**Manager of Finance and Administration**

**Overview of Position**

St. John's York Mills, an Anglican parish in the Diocese of Toronto, is seeking a manager of Parish Finance and Administration for our non-ministerial parish operations.

The parish role requires a hands-on operationally inclined general manager. This position, reporting to the Incumbent and churchwardens, will be responsible for strategic direction and planning for a vibrant church community. The management responsibilities are multi-faceted with accountabilities across human resources, parishioner engagement, office administration, information technology, risk management and finance.

**Duties and Responsibilities**

**A. FINANCE**

Ensure timely completion of monthly updates and reporting on operation, capital and other SJYM funds

Approve all expenditures within protocols established by the parish and the Diocese

Prepare financial summary reports for the wardens, Finance Committee and other groups as required

Prepare and monitor annual operating and capital budgets

Coordinate and manage year-end audit, ensuring readily accessible information in place to support the audit plan and completion of the audit

Attend Finance Committee, Vestry and other meetings as required

**B. OFFICE AND IT**

Overall responsibility for the office administration and facility use, including a healthy, safe, and secure environment

Ensure integrity of IT systems and networks, database management and programs to deliver essential utility to parish operations and user needs and requirements

Advance use of information technology in moving SJYM to a secure digital database integrated approach for parishioner, financial, HR and other operational management needs and requirements

Act as liaison on behalf of SJYM with the Diocese on administration matters and compliance with the church canons and related policies

Ensure all contractual arrangements are documented and digitally stored for ready access as needed

Coordinate, organize, and attend designated church meetings, including monthly wardens', quarterly Finance, and Parish Council. Duties include online set up, agenda preparation, minuting, and other needed resources

#### C. HUMAN RESOURCES

Direct and supervise administrative staff, ensuring performance and completion of their assigned duties, projects and tasks.

Current staff:

bookkeeper

verger (grounds and building maintenance)

administration assistant

#### D. PARISHIONER ENGAGEMENT

Ensure a responsive office engagement with clergy, parishioners, social and spiritual groups, church committees, renters, service providers, and for outside events

Overall responsibility for parish communications, including timely production and distribution of worship materials and publication

Provide website and social media oversight and management, including design and upgrades to deliver a robust interactive experience for all users

#### E. RISK MANAGEMENT

Ongoing assessment of parish risk exposure, involving identification of key risks, evaluation, and mitigation

Ensure internal controls in place to address identified risk, including periodic audit to validate procedures and practices

### **Skills and Experience**

Governance and operational management experience

Financial background and experience with budgets, reporting and audits

Human resource management experience

Information Technology familiarity, including facility with applications and database management and use of social media

Experience working with volunteer directed and supported organizations

Strong interpersonal and communications skills

Commitment to a team approach workplace environment

Motivated to learn, develop and make a positive contribution to a faith-based organization

**Report to:**

Incumbent (priest-in-charge)

Churchwardens