

At The Great Commission Foundation (GCF), our ministry consists of a team of skilled professionals that possess pastoral, administrative and accounting skills and use these talents to serve other ministries in an effort to fulfill the Great commission of Jesus Christ. Our organization works to simplify ministry and mission by providing donor, administrative, accounting, compliance, and donations management expertise for over 500 GCF ministry agents worldwide. The Great Commission Foundation is a registered with the Canada Revenue Agency to do charitable work.

Job Title: Ministry Account Advisor
Location: Eastern Canada Office – St. Catharines, Ontario
Reports to: Ministry Account Advisor Team Lead
Salary: \$42,000 - \$47,000 Annually (*Salary commensurate with experience*)
Position: F/T Permanent

Purpose:

The Ministry Account Advisor provides first-line customer service to GCF's Agents. (*Agents of GCF fulfill our charitable mandates through ministry work either nationally or internationally.*) Our Ministry Account Advisors facilitate compliance with the charity requirements of the Canada Revenue Agency (CRA) and advocate for the Agents on their caseload by providing assistance and resources to help their Agents and the Projects thrive. The ideal candidate will have administrative experience, be personable with great customer service skills, enjoy problem solving, be detail oriented, and desire to see the Great Commission of Jesus Christ fulfilled.

Main Responsibilities & Activities:

- Follow-up and correspondence with Agents including, but not limited to payroll & benefits, expense claims & advance clearings, CRA compliance requirements, account & donation inquiries, various report requests.
- Assist Agents with GCF's event tools for planning and execution of their project's promotional events.
- Monitor activity of projects through various means including, but not limited to, website monitoring, quarterly reports, newsletters.
- Monitor and share social media content to promote Agent projects.
- Provide communication to Partnering Organizations and/or Agent Advisory Teams.
- Act as liaison between Agents and GCF support teams including IT/software, accounting, or donations.
- Provide guidance for Agents.

Knowledge, Skills & Abilities:

- Post-Secondary education preferred.
- Minimum five years customer service experience.
- Proven administrative skills and experience, minimum five years.
- Excellent communication skills both verbal and written.
- Ability to work independently and collaboratively.
- Excellent problem solving, critical thinking, and conflict resolution skills.

Only qualified candidates of interest will be contacted.

Interested individuals should forward a pdf of their resume with cover letter to: hr@gcfcanda.com

