



ADMINISTRATION AND FINANCE OFFICER

OVERVIEW

Do you have a knack for numbers? Do you have a heart for evangelization and youth ministry in Canada? Do you want a way that your skills in finance and administration can make a difference in the lives of young people across the country? NET is looking for you!

We're seeking a professional, passionate and highly capable person for the position of Administration and Finance Officer for NET Ministries of Canada. You will be a part of a great team that provides for the administrative and financial needs of Canada's nationwide youth ministry organization.

WHO WE ARE

NET is a leading youth ministry organization in Canada and our mission is simple: bring youth to Christ. Many young people lose their faith by the time they finish high school. NET sends teams of young adult missionaries to share their faith in schools and churches so that youth may be transformed and re-engaged in their Catholic faith. We're looking for driven, talented and passionate individuals who want to use their talents to build up the Kingdom of God and see young people's lives transformed.

WHAT DOES THIS POSITION DO?

- Enter donor and financial information into NET's database with diligence, organization, and attention to detail
- Assist in coordination and processing of Accounts Receivable, Accounts Payable, and General Ledger
- Assist in the preparation and analysis of regular financial statements
- Process donations and bank deposits
- Perform account investigations, process account reconciliations, and handle online banking requests
- Communicate with donors and vendors
- Provide administrative support to other departments

CONTINUE ON OTHER SIDE »»»

DO YOU HAVE WHAT IT TAKES?

Here are a few things we're looking for:

- **You love the Catholic Church and have a heart for mission.** You share our heart for evangelization and young people in Canada, as well the desire to build up the kingdom through your job.
- **You love people and caring for their needs.** We see our donors as more than just a number in the system. We care for them and try to keep them connected to the ministry.
- **You are good with numbers and data entry.** You don't need to be a CPA or a poet, but having some post secondary education and education in finance, accounting and data entry is a definite asset.
- **Details and accuracy matter to you.** We deal with important numbers and information, so it's got to be right before that enter button gets pressed.
- **Computers don't scare you.** Experience with Sage and/or Raiser's Edge software will be an advantage as well.
- **You have a high level of professionalism and excellent administration skills.** You are diligent, organized and attentive to detail.
- **You are a team player.** You are interested in being part of a dynamic team. You can collaborate well with others and are able to give and receive feedback.
- **You take initiative.** While we value teamwork, you are also capable of working independently and being a self-starter.

WHAT WE HAVE TO OFFER

- Daily charismatic staff prayer, including daily Mass once a week
- A culture of professionalism, support, and dedication to team building, individual growth & leadership development
- A community of passionate Catholics working towards building the kingdom & growing in holiness
- Being part of a dynamic team working towards maximizing and maintaining NET's resources
- An office in the Nation's Capital

ADDITIONAL INFORMATION

- This is a full-time position
- Position start date is flexible
- Salary commensurate with education and experience

Applicants must provide a cover letter, résumé, and contact information for two additional references. Detailed job description available upon request.

For more information or to submit your application by email, contact Pierre at execdirector@netcanada.ca or at 1-877-521-4426.

