



## Director of Finance - Job Description

**SUMMARY:** *The Director of Finance works at the direction of the Executive Director in collaboration with the Director of Business Operations. They are responsible for directing all financial operations that encompasses of all Choose Life Ministry Incorporated.*

### MINISTRY OVERVIEW:

Choose Life Ministry is a small 6-month, biblically-based, residential program for women aged 18-29 who are seeking freedom from life-controlling issues; located in a rural setting in Southeastern Saskatchewan. At Choose Life Ministry everything we do revolves around our faith in God and the message of the gospel of Jesus Christ. We expect the highest level of integrity in our staff operating in the values of love, trust, excellence, accountability and freedom.

### ESSENTIAL DUTIES:

- Keep accurate and up to date records of all financial transactions of Choose Life Ministry and Second Chance Thrift Stores.
- Use SAGE software for accounting and reporting.
- Prepare payroll and CRA submissions and reports.
- Prepare cheques and pay all authorized expenses.
- Prepare and present monthly reports to Executive Director.
- Work with auditor in preparing yearly financial statements and documents.
- Other financial tasks as assigned.

### QUALIFICATIONS:

- Demonstrates a strong Christian character.
- Training in Accounting Software (preferably SAGE)
- Ability to lead effectively in a demanding, client-oriented, ministry environment.
- Outstanding interpersonal and communication skills. Possessing strong communication skills and able to effectively communicate, both verbally and in writing.
- Works well with others possessing strong collaboration skills.
- Ability to prioritize, work under stress, and meet deadlines
- Organized, interpersonal, decision-making and flexibility
- Demonstrates ability to be self-motivated and take initiative.
- Excellent organizational and time management skills.
- Strong work ethic, capable of being a self-starter and work independently

### PRE-EMPLOYMENT REQUIREMENTS:

- Satisfactory Criminal Record Check.
- Minimal grade 12 high school diploma or equivalent.
- Successful applicant must provide proof of qualifications.

**SALARY & BENEFITS:**

Salary and benefits are negotiable based on qualifications and experience.

**FURTHER INFORMATION CONTACT:**

Shelley Boyes, Executive Director

Phone: (306) 485-7590

Email: slboyes@sasktel.net

**APPLICATION PROCEDURE:**

Eligible candidates may apply via:

Website: [www.chooselifeministry.ca](http://www.chooselifeministry.ca)

Email: slboyes@sasktel.net.

Fax: (306) 925-4808

*The above information has been designed to indicate the general nature and level of work performed by an employee in this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications that may be expected of the Director of Activity. Management has the right to add, revise, or delete information in this description at any time.*

Choose Life Ministry | P.O. Box 426 Carnduff, SK Canada S0C 0S0 | P: (306) 485-7590

E: slboyes@sasktel.net | F: (306) 925-4808

