

JOB DESCRIPTION

Position: Assistant Manager Accounts Payable

Location: Offices in Abbotsford, BC, St. Catharines, ON, and Colorado Springs, CO

Reports to: Accounting Manager

Salary Range: \$60,000 - \$80,000 CAD

Position: Full Time, Permanent

About Us

We help ministries that have their boots on the ground, those “feet on the street” organizations that meet people where they are—whether on the streets, in shelters, or in neighborhoods—bringing practical help and the hope of the gospel to the nations. Rooted in a Christ-centered mission, we believe unity multiplies impact, empowering ministries to transform lives and strengthen communities in ways none of us could achieve alone.

At The Great Commission, we carry the unseen load—donations, accounting, wages, compliance—so the mission never has to pause. Our ministries carry the gospel. We carry them.

Role Summary

As the Accounts Payable Assistant Manager, you will play a key leadership role in overseeing and optimizing our accounts payable processes in both Canada and the U.S. Reporting to the Accounting Manager, you will ensure compliance with financial policies and accounting standards for accounts payable, drive process improvements, and foster team development to support our organization’s mission and growth. Your expertise and innovative approach will be key to enhancing efficiency and maintaining financial integrity within a faith-based environment.

Key Responsibilities

Financial Management:

- Review and approve U.S. and Canadian invoices and payments, ensuring accuracy, proper account coding, and timely processing.
- Validate and post invoices in accounting systems following approval.
- Oversee advances, ensuring timely clearing and proper documentation.
- Monitor bank balances to ensure sufficient funds for payments.

- Manage vendor records, ensuring updates, proper setup, and quality checks for new vendors prior to first payment.
- Review and approve interfund or adjusting journal entries, ensuring accuracy and documentation.

Team Leadership:

- Lead, disciple, and develop the accounts payable team, fostering collaboration, unity, and professional and spiritual growth.
- Manage staffing, workload distribution, and performance evaluations in collaboration with the Accounting Manager.
- Maintain up-to-date procedure documentation to support training, quality, and operational efficiency.

Compliance and Risk Management:

- Ensure compliance with financial policies, U.S. and Canadian accounting standards, and regulatory filings (e.g., 1099s, T4As, GST/HST).

Process Improvement:

- Collaborate with others to identify and implement process improvements and automation initiatives for greater efficiency.
- Assist with special projects, year-end tasks, and backup cheque signing as needed.

Skills & Knowledge

- Proficiency with accounting software (e.g., SAGE and Blackbaud) and advanced Excel skills.
- Strong knowledge of U.S. and Canadian accounting standards, tax regulations, and compliance requirements.
- Experience with process improvement and automation initiatives.
- Excellent problem-solving skills, and attention to detail.

Core Competencies

- **Leadership and Team Development:** Inspires, mentors, and develops team members to achieve their full potential while fostering a collaborative and faith-driven culture.
- **Process Optimization:** Identifies opportunities for process improvement and innovation to enhance operational efficiency.
- **Ethical Integrity:** Upholds the highest standards of ethics and stewardship in daily operations, aligning with the organization's faith-based values and ministry goals.

- **Communication and Collaboration:** Effectively communicates and collaborates with team members, vendors, and cross-functional departments to resolve issues and streamline processes.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field. Equivalent knowledge base and relevant experience may be considered.
- Minimum 5 years of experience in accounts payable, accounting, or financial management, including at least 2 years in a leadership role.
- Proficiency with Microsoft Office applications (Excel, Word, Outlook, PowerPoint).
- Desirable: CPA or relevant certification, experience with Blackbaud NXT, or knowledge of nonprofit accounting.
- A strong relationship with Jesus Christ, with a deep appreciation for ministry in the workplace and excellent interpersonal skills to share Christian values.

Faith-Based & Ethical Standards

- As part of our faith-based organization, you will embody and promote our core values, including ethical integrity, responsible stewardship, and a commitment to ministry goals, ensuring alignment with our mission to see ministry thrive globally.

Direct Reports

- Supervise the Accounts Payable Clerks.

To Apply:

1. Submit your resume:

Resumes with cover letters should be sent as PDF's to hr@thegc.org, please use Subject Line: Assistant Manager Accounts Payable.

2. Complete the TRAITS survey:

To complete the survey please use the link below or paste the URL into your web browser's address line. The survey should take about 20 minutes to complete.

<https://app.traits.com/survey/b5c69bb4-dc6a-4146-81c9-ac9bbf67141e>

