

## JOB DESCRIPTION

**Job Title:** Accounts Payable Manager (Ministries)  
**Location:** Abbotsford, BC / St. Catharines, ON / Colorado Springs, CO  
**Salary Range:** \$65,000 - \$85,000  
**Reports to:** Sr. Director of Finance  
**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

Reporting to the Sr. Director of Finance, this key leadership role offers the opportunity to oversee and optimize Accounts Payable for our ministry partners, ensure compliance with accounting standards, and improve processes that help our organization to thrive in both Canada and the US. This is a crucial role for our organization to ensure excellence in our payments to ministries and the highest level of customer service.

As Accounts Payable Manager, you will take the lead in managing our ministry accounts payable function for efficiency, effectiveness, and accuracy of data for financial reporting. You will also be responsible for the timely completion of compliance reporting requirements including but not limited to contract payment filings and GST/HST remittance and filing. This role will also take our team into the next level of Kingdom service with automating processes more fully. If you're passionate about combining technical expertise with leadership and innovation, we'd love to hear from you!

## KEY RESPONSIBILITIES

### Accounts Payable

- Daily review and approve US and Canadian payables, ensuring accuracy and compliance with policies.

- Responsible for the further development of account codes, training and communicating to the various teams, and consistency in application.
- Ensure advances are cleared on a timely basis.
- Responsible for signing cheques.
- Review and approve journal entries as needed, ensuring accuracy and proper documentation.
- Management of the new vendor on-boarding process, ensuring good data hygiene for vendors and reporting.
- Review monthly Accounts Payable aging.
- Monitor bank balances to ensure sufficient funds to pay invoices.
- Manage month-end and year-end processes, ensuring proper cut-off is achieved.
- Prepare annual 1099 filings (US) and T4A forms (Canada) and file on a timely basis.
- Monitor financial activity reports, including fund balances, new vendors, and metric reporting.
- Apply accounting guidance for complex transactions and collaborate with the Data Reporting Specialist, as needed.

### **Management**

- Lead daily stand-up meetings with team to review prior day performance, current day tasks, and any blockers to productivity. On a weekly basis, review team performance and metrics.
- Responsible for maintaining proper levels of staffing and workload distribution, including any outsourcing.
- Set team priorities, manage urgent requests and troubleshoot issues.
- Manage the Accounts Payable risks by maintaining a strong internal control environment, balanced with efficiency and effectiveness.
- Oversee and develop the Accounts Payable team (in-person and virtually), fostering a culture of collaboration, unity, and professional growth.
- Manage the relationship with our wire provider to ensure maximum benefits of the system are used.
- Create an environment of transparency, open communication, safety, and team camaraderie.
- Create, review, update, and manage US and Canadian Ministries Financial Policies.
- Maintain up-to-date documentation of procedures to ensure operational consistency and streamlined job training for new and existing team members.
- Monitor monthly financial activity to identify trends, ensure data accuracy, and adjust processes as needed. Identify root cause of process bottlenecks, duplication, or other issues and recommend corrections/changes.
- Responsible for rewarding and recognizing excellent performance by team members, as well as providing meaningful feedback, training, and plans for individual growth and development.
- Back-up to operational Accounts Payable and Accounting teams, as needed.

### **Leadership**

- Disciple team members in their faith journey as it relates to their work. Create space for them to find the Lord in deeper meaningful ways to worship the Lord in their work.
- Collaborate with Ministry Account Advisor department to streamline payment processes and improve satisfaction.

- Lead the department into next level Kingdom growth by transforming a semi-automated system into a streamlined, automated process with proper checks and balances in place. Systems and processes are to be scalable for future growth.
- Responsible for the Accounts Payable portion of the time-to-pay metrics. Report to and review metrics with Sr. Director of Finance.
- Initiate, lead, and manage special projects, as needed.
- And other tasks as assigned.

## CORE COMPETENCIES

### Technical Skills:

- Proficiency in accounting software.
- Strong knowledge of US and Canadian Accounting/Accounts Payable standards, including compliance with GST/HST and 1099 reporting.
- Experience with process improvement and automation initiatives.
- Proficiency with Microsoft Office applications (Excel, Word, Outlook, PowerPoint)

### Key Competencies:

- Ability to manage multiple priorities within specified deadlines and lead team to desired outcomes.
- Analytical and problem-solving skills to identify trends and improve processes.
- Strong communication skills for collaborating across departments and with external stakeholders.
- High ethical standards and attention to detail to maintain compliance and accuracy.
- Ability to mentor and develop team members to achieve their full potential.

### Faith-Based & Ethical Standards:

- Strong commitment to ethical integrity and responsible stewardship.
- Understanding of faith-based organizational values and ministry goals.
- Ability to disciple team members in their roles.

## QUALIFICATIONS

- Education: Bachelor's degree in Accounting, Finance, or a related field; CPA designation is preferred.
- Experience: Minimum 8 years in accounting and financial management, including people leadership experience.
- Strong IT skills and experience with automated internal controls are preferred.
- Good communication and interpersonal skills, with the ability to embody and share Christian values.
- A strong relationship with Jesus Christ, with a strong devotional life with a strong appreciation for ministry in the workplace.
- A love to see ministry thrive and flourish globally.
- Commitment to the Christian faith and alignment with the mission and values of the GC.

**COMPLIANCE**

- This position requires the signing of our [Statement of Faith and Code of Conduct](#), indicating your acceptance of and agreement with our Christian values.

**COMMUNICATION**

- Maintain strong inter-departmental collaboration with Ministry Account Advisors, Accounting, and Donations
- Attend department meetings, all-staff gatherings, management meetings, Ministry Connect video calls, and other special meetings as required.
- Communicate special project requests involving other departments through Sr. Director of Finance.

**APPLY:**

Interested individuals should forward a pdf of their resume with cover letter to: [hr@thegc.com](mailto:hr@thegc.com)

**You are invited to complete a TRAITS Assessment**

As part of our process, we ask interested applicants to complete a short TRAITS survey. This survey should take about 20 minutes to complete.

**To begin the TRAITS assessment, click the link below or copy and paste it into your search browser.**

<https://app.traits.com/survey/feeb354d-7819-494f-bc42-5d641259cd91>