



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

CANADIAN UNITARIAN COUNCIL FINANCIAL AND ADMINISTRATIVE ASSISTANT

The Canadian Unitarian Council covenants to affirm and promote these principles:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part;
- Individual and communal action that accountably dismantles racism and systemic barriers to full inclusion in ourselves and our institutions

The work the CUC staff team does is in commitment to these principles and to fulfill our strategic priorities, which include truth, healing and reconciliation with Indigenous peoples, dismantling racism, environmental justice, invigorating Canadian UU congregations and communities, and strengthening shared ministry and leadership. Programs, resources and engagements are planned with these priorities in mind, promoting the CUC's mission of growing vital Unitarian Universalist congregations and communities.

PART-TIME POSITION: FINANCIAL AND ADMINISTRATIVE ASSISTANT

54 hours/per pay period (semi-monthly, totalling 24 pay periods per year)

The Financial and Administrative Assistant (hereafter "the Assistant") will be required to perform an array of financial and administrative duties; a main area of focus will be data entry in QuickBooks Online. The Assistant will mainly support the work of the Organizational Administrator, the Executive Director, and the Accountant. Support for the administrative and financial needs of the CUC Board and staff team will also be required.



REPORTING: This position reports to the Executive Director.

JOB RESPONSIBILITIES:

- **Administration:** Work with the Organizational Administrator on office-related duties, including dealing with email and inquiries, mail, membership data management, organizational tasks, and other administrative duties as required
- **Financial:** Data entry into QuickBooks Online, membership financial systems, data organization, deposits, payables using online banking systems, donor information, and other financial duties as required
- **Event management:** Assist with events, especially the Annual General Meeting in May, registration, tracking, site logistics, following up with participants, and other duties as required for CUC events.
- **Staff Support:** Sort the Executive Director with report compilation, annual general meeting related tasks, minute and note taking, formatting, editing, research, and other staff support duties as required

CORE COMPETENCIES

- Attention to detail
- Accuracy with numbers
- Communication
- Organization & Planning
- Solution-oriented approach
- Creative & Innovative Thinking
- Effective decision making
- Adaptability
- Teamwork
- Timeliness & Accountability
- Results orientation

REQUIREMENTS

- Experience working in a financial or administrative support or relevant role
- Strong working knowledge of QuickBooks Online
- Post-secondary education in an administration and/or financial administration field, or the equivalent in life and work experience.



- Proficient use of various office-based software including Microsoft Suite, Adobe, and in web platforms including Google Suite, Mailchimp, survey tools, etc
- High level of confidence with learning new web tools and other applications
- Excellent written and communication skills.
- Well-developed people skills – discretion, tact, diplomacy, professionalism
- Self-motivated and able to work independently
- Good organizational, time management and prioritizing skills
- Dependable with the ability to work under pressure and meet deadlines
- Ability to analyze information and recommend courses of action to be taken.
- Strong work ethic
- Collaborative team member

ASSETS

- Nonprofit and/or charitable sector experience
- Familiarity with Unitarian Universalist principles
- Event/project support experience
- Interest in growing in role, development & continual learning

WORKING CONDITIONS

- The position is based in the CUC's office in Toronto, with daytime work hours and at least several days per month in the office
- Work is done in person and online through several platforms



- Equipment and software for the job will be provided by the CUC, as determined by the Executive Director
- Travel is required to CUC National Conferences once every other year, and to events as necessary, once or twice annually (expenses paid)
- Ability to lift and move items, office and meeting room furniture as needed
- Flexibility to work evenings, weekends and overtime leading up to national events and meetings, several times per year

COMPENSATION & BENEFITS

- \$25.00/hour with consumer price index applied annually
- RRSP - After a satisfactory probationary period, employee contributions to an RRSP (registered retirement savings plan) of their choice are matched by the CUC up to 5% (retroactive to date of hire) maximum of gross income in lieu of pension benefit.
- 70% employer paid/30% employee paid health benefits
- The equivalent of 15 days vacation in the first three years, plus up to 24 days personal/sick leave per year
- Time off in lieu of overtime

HOW TO APPLY

Send letter and CV to jobs@cuc.ca by August 15, 2023. We invite applications from qualified candidates, and encourage Indigenous, Black and People of Colour to apply, as well as all sexual identities and orientations. By August 31, 2023, we will have contacted only those candidates selected for an interview.