



## Administrative and Bookkeeping Assistant – Worship & Experience

Southview Church is a large, multi-ethnic, multi-generational church located in Calgary's deep south, with a passion for leading people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

We are looking for someone who cares deeply about their work and strives to grow each day. If you bring a passion for ministry, a curious and creative mindset, and the courage to innovate, then this Administrative & Bookkeeping Assistant role may be the perfect fit. Reporting to the Executive Assistant and taking direction from both the Pastor of Community and Global Engagement and the Manager of Finance, you will be responsible for managing a variety of day-to-day administrative and bookkeeping tasks. Success in this role requires strong technical skills, attention to detail, and the ability to work proactively and independently with sound judgment.

We're looking for someone who values both excellence and service—someone who thrives behind the scenes, supporting the ministry and finance functions that help advance our mission both locally and globally.

### What you get to do:

- Provide overall administrative support to the Senior Associate Pastor of Community and Global Engagement.
- Manage team meeting notes, special projects, events, retreats, and activities.
- Oversee the organization of volunteers for the programs and events with the Pastor of Global and Community Engagement.
- Organize communications for programs and events within ministry area and finance department.
- Support the Manager of Finance in accounting tasks such as:
  - Contribution entries
  - Miscellaneous deposits
  - Expense reports
  - Accounts receivables
  - Petty cash reconciliations
  - GST invoicing and returns
  - Filing, mailing, and review of emails in a timely manner.
- Reception and other administrative duty relief where needed.

### Who you are:

- A minimum of 5 years experience in bookkeeping.
- Experience within an Administrative type of role – in a church environment is a bonus



- Experienced in handling sensitive and confidential information as well as a full understanding and respect for the treatment of these matters and act accordingly.
- Intermediate to high level of proficiency with Microsoft Office – MS Teams, OneNote, Outlook, Word, PowerPoint, and SharePoint.
- Have an understanding and ability to learn new software and operating systems.
- Excellent communication skills, with a friendly and positive attitude.
- Strong organizational skills with good time management.
- Strategic in your planning by anticipating the needs of the ministry areas and finance areas.
- Takes initiative to complete tasks with minimal supervision and direction.
- A team player who can jump in to help where needed.

This is a permanent position with 20 to 30 hours per week Tuesday through Friday, with the possibility of some evenings and weekends (limited). Please submit your resumé and cover letter to [Michele Black, Executive Assistant](#).

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.