

Organization: TEAM of Canada

Title: Administrative / Finance Assistant

Administrative / Finance Assistant - Amplify Mission is pleased to partner with our Client, TEAM of Canada, to fill the role of Administrative / Finance Assistant. This is a remote role for candidates based in Ontario.

Please note that the application process for this role involves sending a cover letter and resume by email to our hiring team. Please see details below.

The Opportunity

Are you a detail-oriented professional with a desire to support global workers and donors in their mission?

Do you have experience in payroll and accounting and a heart for ministry?

Can you balance multiple tasks in a fast-paced remote environment while staying true to Christ-centred values?

If so, we'd love to hear from you.

About TEAM of Canada

For more than 130 years, TEAM has existed to send the called, plant seeds of the Gospel, and invest resources effectively for the glory of God. Today, TEAM is a global community of Christ followers on a mission to partner with God's global Church to connect people and resources for kingdom expansion.

About the Administrative / Finance Assistant

We are looking for a highly organized and dedicated Administrative/Finance Assistant to become an integral part of our team. In this role, you will provide essential support to Operations, HR, and Finance, ensuring smooth workflows and delivering outstanding support to global workers and donors. The ideal candidate will possess excellent clerical skills, a keen eye for detail, and the ability to handle multiple tasks efficiently in a dynamic, fast-paced environment. The Administrative/Finance Assistant will report directly to and collaborate closely with the Director of Finance and Administration under the governance of the Board of Directors at TEAM of Canada.

Specifically, in this role you'd be responsible for:

- Professionally and courteously respond to incoming calls.
- Accurately and efficiently enter data (donations and accounts payable) into systems, ensuring all records are current.

- Process donations within the Donation system, collaborating closely with the TEAM US Donor Relations Manager.
- Address donor inquiries and maintain accurate, up-to-date records across all platforms.
- Prepare and distribute tax receipts at year-end.
- Maintain a thorough understanding of basic accounts payable and payroll processes.
- Assist in the completion of payroll schedules as required.
- Prepare bank deposits and generate donation reconciliation reports.
- Support year-end audit activities and requests.
- Provide assistance with benefits-related questions, including claims, coverage, enrollment of new members, and status changes.
- Manage the Prayer and Praise letter, maintaining consistent communication with retirees and global workers.
- Participate in TEAM staff meetings and events online and in-person.
- Support the preparation and submission of Certificates of Coverage, ensuring personnel records are accurate and certificates are submitted on time.
- Manage special projects as assigned by the Director of Finance and Administration.

Qualifications

We are looking for someone with:

- Strong integrity and a growing spiritual commitment to God.
- Deep alignment with TEAM of Canada's mission and doctrinal values.
- Passion for global missions.
- Excellent verbal communication skills, with a keen attention to detail and accuracy.
- High level of interpersonal skills, with the ability to collaborate effectively within a team.
- Demonstrated ability to manage sensitive and confidential information with discretion.
- Ability to balance multiple tasks and meet deadlines under stressful circumstances.
- Experience with donation systems and accounting software is an asset.
- Proven experience in accounts payable, payroll, and basic finance functions.
- Proficient in Microsoft Office, particularly Microsoft Excel.
- Comfortable working in a paperless, digital environment.

- Experience: 3-5 years of experience in a similar role.
- Education: Completion of a College diploma in Business, Accounting, or a related field (preferred).

If you meet some but not all of these requirements, we still encourage you to apply. We are looking for passionate and committed individuals who are willing to learn and grow in community.

Work Environment: This is a fully remote position. However, the successful candidate must be available to work during the core hours of Monday to Thursday, 8:00 AM to 5:00 PM EST.

Compensation: \$24 - \$26 per hour, based on experience, for 24 to 30 hours per week, with the potential for full-time employment.

How to Apply

Please submit a resumé and cover letter to people@amplifymission.ca

Your resumé should note: (1) Your employment experience; (2) your related ministry or missions experience, whether volunteer or paid; and (3) any relevant certification.

Your cover letter should include a description of:

- a. Your experience with payroll and accounting, including any specific tasks or responsibilities you have handled in previous roles.
- b. Any background you have in or knowledge of mission work or mission agencies, and how it aligns with your professional experience.
- c. How you would integrate your faith within this role.

We thank all interested applicants, however, only those shortlisted for the role will be contacted. If shortlisted, additional information regarding the role and organization will be provided prior to an initial screening call.