



EDMONTON CHINESE  
ALLIANCE CHURCH

Phone: 780-483-2143

Fax: 780-483-2640

Email: office@ecac.ca

5019 199 St NW

Edmonton, Alberta

Canada, T6M 2T6

## JOB POSTING OFFICE MANAGER

**Description:** The successful candidate for this role will be the executive assistant to the senior pastor, providing administrative and logistics support in the areas of staffing, daily operations, and record and bookkeeping of the church.

**Description of our Church:** ECAC is a multi-language church in Edmonton with a heart to discern where God is leading us and follow Him faithfully. Our vision statement is "To make fully devoted followers of Jesus".

### Qualifications:

- A Canadian citizen or Permanent Residence of Canada
- Diploma or degree in Business Administration / Management is a preferred asset
- Ability to work well in a team and set direction for the office administration staff
- Ability to speak, read/write English and Chinese
- Successful completion of a criminal background check including vulnerable sectors check

**Commented [JW1]:** @Arthur Wong Would you consider making this position require a business administration/management diploma/degree as an "preferred asset"

### Responsibilities:

1. Leadership and Staffing
  - Direct and supervise the part-time office administrators, establishing clear priorities and setting the strategic direction for daily operations, overseeing performance evaluations and professional development
  - Assist the senior pastor in staffing decisions such as hiring and discipline
  - Work with the Western Canadian District to ensure all employment requirements are fulfilled (e.g., licensing, ordination) and updated (e.g., position or address changes)
2. Daily Operations
  - Respond to phone calls, mails, emails, inquiries, doorbells or direct them to appropriate individuals for correspondence
  - Administer facility booking, rental, and access key requests in accordance with policy
  - Develop office templates, forms, signage and labels
  - Ensure the alarm system is maintained and operational, ensure user access information is updated, report problems and notify monitoring station and fire department for fire drills
  - Pick up mail, purchase office supplies and equipment, arrange for empty bottle pickups
  - Monitor service contracts and liaise with vendors and suppliers on facilities & equipment maintenance or service requirements
  - Develop and maintain a church-wide calendar of events





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### 3. Record and Bookkeeping

- Ensure all governance documents are updated (e.g., policies, bylaws, manuals, guidelines)
- Archive all church-related documents (e.g., annual reports, personnel files) and ensure the information is properly protected against unauthorized access, collection, use or disclosure
- Prepare the annual report to the Western Canadian District
- Assist in the preparation for members' meetings (e.g., printing agendas, minutes, budget proposals, membership list)
- Oversee church's financial operations (e.g., ensuring compliance with CRA regulations, reconcile records, depositing cash / cheques, setting up e-transfer accounts, printing offering records on bulletins, preparing money orders, expense claims, payments, payroll, accounts payable and receivable, remittances to CRA, issuing tax receipts)
- Provide monthly and annual financial reports to the Board of Elders, congregation pastors, and at membership meetings
- Maintain and update church assets list
- Maintain and update the church's accounting system
- Prepare and file regulatory documents to CRA (including T4, NR4, ROE, GST rebate, T3010 charity tax return)
- Assist the auditor in annual audits

**Position Type:** Full-time. Salary to be determined based on experience and qualifications.

**Next Steps:** If you are interested in applying for this position, please forward your resume to the Senior Pastor, Arthur Wong ([arthur.wong@ecac.ca](mailto:arthur.wong@ecac.ca)).

