

Administrative/Executive Assistant

MB Seminary

MB Seminary comes alongside men and women to educate, equip, and disciple them for life and ministry centred on Jesus and the Bible. MB Seminary is a Canadian ministry with an international reach and is a Mennonite Brethren ministry with multi-denominational relationships.

The Administrative/Executive Assistant is a part-time staff role that provides administrative and executive support and assistance for the President and Director of Finance.

Primary Responsibilities

- Executive Support to the President, Director of Finance, and Lead Team.
- Interact with MB Seminary's constituency and partners.
- Accounting, Accounts Receivables and Payables. Processing all postings and reports.
- Assistance with donor records and management.
- Assistance with student financial aid support.
- Event Planning.

Specific Responsibilities

General Office and Executive Support

- Front desk management (in person, phone, email, mail).
- Coordinate and manage meeting and travel plans.
- Communicate with the seminary's constituency as required.
- Assist in the preparation and distribution of reports as required.
- File, document, and database management.
- Management of office supplies and equipment.
- All aspects of event planning and management.

Bookkeeping

- Manage AR and AP accounts and post all journal entries (SAGE 300 system).
- Receive and process donor contributions in DonorPerfect.
- Prepare and make bank deposits.
- Verify and post details of business transactions, such as: funds received and disbursed; totals accounts to ledgers or computer spreadsheets and databases.

*MB Seminary educates and equips men and women to help lead the church
in reaching Canada and beyond with the Good News of Jesus Christ.*

- Investigate problems that vendors or purchasing agents have with obtaining payment for bills.
- Process credit card and electronic funds transfer transactions, and reconcile bank statements.
- Prepare invoices, checks, account statements, reports, general ledger accounts.
- Monitor student loans, accounts payable, and receivables.
- Reconcile payroll and distribute payslips.

On occasion, and as appropriate, other duties may be assigned in keeping with the overall mission of MB Seminary, and the needs of Administration, Faculty, Staff, Board and Students.

Desired Qualifications, Experience, and Personal Attributes

- Personal and vibrant Christian faith, healthy and active participation in an MB church (or willingness to become part of an MB church), and support of the Canadian Mennonite Brethren Confession of Faith.
- Commitment to MB Seminary's mission, vision, values, and strategic goals, and annual agreement to the MB Seminary Community Covenant.
- Commitment to personal and professional integrity, positive reputation in the community, and a pleasant personality with a positive and friendly attitude amid a busy and complex atmosphere.
- Three years of administrative experience preferred.
- Strong organizational, verbal and written communication skills. Attention to detail and ability to multi-task is required.
- A basic knowledge of accounting principles (AR and AP experience). Working experience with Sage 300 and DonorPerfect would be an asset.
- Ability to work both independently and within a team environment.
- Strong computer skills are required. Working knowledge of Microsoft Outlook, Word and Excel and other related computer software.
- Adaptable to changing circumstances when necessary.
- Strong organizational and time management skills, able to work independently and interdependently. Proven ability to meet deadlines.
- Approachable, humble, patient, open to criticism, good sense of humour.

Supports and Benefits

- Computer, office space, and all necessary admin supplies are provided.
- Remuneration and vacation allowance based on experience.
- Enrolment in the CCMBC benefits package.