



**Mennonite
World Conference**
A Community of Anabaptist
related Churches

**Congreso
Mundial Menonita**
Una Comunidad de
Iglesias Anabautistas

**Conférence
Mennonite Mondiale**
Une Communauté
d'Eglises Anabaptistes

Job Description

Job Title: Chief Operations Officer
Position Reference: MWC Canada
Accountable to: General Secretary
Date: April 2021

Position Information

Position type: 80–100%
Position location: Kitchener, Ontario, Canada

Job Description Summary:

The Chief Operations Officer is responsible for the overall financial management of Mennonite World Conference as well as some administrative functions. The Chief Operations Officer is a member of the Operations Team.

Supervisory Responsibilities:

The Chief Operations Officer supervises the Administrative Assistants in Kitchener, Ontario, Canada, and Lancaster, Pennsylvania, USA.

Job Duties

1. Accounting/Finance
 - Monthly and annual financial reporting to Operations Team and MWC Officers
 - Annual reporting to MWC Executive Committee and reporting to MWC General Council at triennial meetings.
 - Annual audit
 - Budget preparation and monitoring including Assembly budgets
 - Cash flow management
 - Manage daily & monthly financial transactions
2. Legal
 - Manage corporate responsibilities and filings for Canadian and US corporations of MWC
 - Ensure all legal obligations are fulfilled
3. Administrative
 - Manage North American offices including leases and equipment
 - Develop and maintain administrative policies of MWC
4. Human Resources
 - Manage payroll for MWC staff in various locations and jurisdictions
 - Manage employee benefits where necessary
 - Ensure all government filings and payments are made
 - Maintain employee records

5. Information Technology
 - Manage MWC hardware and software needs
 - Manage MWC email system and networks
6. Collaboration within MWC
 - Participate in MWC senior leadership (Operations Team)
 - Work with Chief Development Officer and Regional Rep Coordinator to develop revenue budgets
 - Work with Chief International Events Officer in the development and monitoring of Assembly budget and finances
7. Other duties
 - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications and Competencies

Qualifications

- Education: Degree in Accounting or Business desired
- Experience: minimum 5 years accounting/finance experience
- Excellent computer skills including Microsoft Word, Excel, PDF management and ability to learn new programs
- Knowledge of Sage MIP Fund Accounting software an asset
- Familiarity and understanding of global Anabaptist communities
- Membership: membership in an MWC member church

Competencies

- Love for the church and passion for MWC
- Excellent computer skills including Microsoft Word, Excel, and databases. Ability to learn new programs
- Knowledge of Sage MIP Fund Accounting software an asset
- Strategizing, planning, analyzing, implementing and evaluation skills
- Collaboration and team work
- Independent work
- Cross cultural understanding