

## JOB POSTING

Location: Vancouver, BC / Hybrid. Must be eligible to work in Canada.

Job Title: Administrator and Bookkeeper

Schedule: Flexible, Part-time (25 hours per week)

Compensation: Salary (\$28,000-\$32,000 annually, dependent upon experience)

Expected Start Date: October 2023

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Sanctuary Mental Health Ministries equips the Church to support mental health and wellbeing. We provide resources that meaningfully engage the topics of faith and mental health. Our content is developed in collaboration with theologians, psychologists, and people with lived experience of mental health challenges. These resources prepare communities of faith around the world to raise awareness, reduce stigma, support mental health, and promote mental wellbeing.

Since the release of our flagship resource in 2018, we have seen our global audience grow exponentially. *The Sanctuary Course* has been viewed by over 250,000 people in more than 65 countries to date, and we anticipate that these numbers will continue to increase rapidly. This growth has led to a demand for contextual, accessible resources—including multiple requests for translations of *The Sanctuary Course*.

Sanctuary is looking for an Administrator and Bookkeeper to join our Operations team. If you have experience in administration and bookkeeping, excellent organizational skills, and great attention to detail, we would like to meet you.

## JOB SUMMARY

Reporting to the Operations Manager, the Administrator and Bookkeeper will be responsible for providing day-to-day bookkeeping to the organization, managing the Sanctuary office, acting as the first point of contact for anyone reaching out to the organization, maintaining organized and accurate documentation, and providing general administrative support to the team.

## DUTIES

In collaboration with the Sanctuary Operations Team, the Administrator and Bookkeeper will:

### Bookkeeping

- Process accounts payables and receivables using the accounting software
- Make weekly bank deposits for cheques
- Ensure that donations are processed and recorded in the CRM system
- Assist with payroll, various remittances, and tax filings as needed
- Maintain accurate financial records in accordance with CRA guidelines
- Perform monthly bank reconciliations

### **SANCTUARY MENTAL HEALTH MINISTRIES**

PO Box 20147 Fairview, Vancouver, BC V5Z 0C1 | 778-836-4673 | [www.sanctuarymentalhealth.org](http://www.sanctuarymentalhealth.org)

Charity Patron: The Archbishop of Canterbury, Justin Welby

- Assist month-end and year-end reporting
- Assist with yearly donor tax receipting

#### Administration

- Manage the Sanctuary office by tracking inventory, ordering supplies, filing, scheduling cleaning, and maintaining an organized and tidy space
- Assist in general operations support as needed, i.e. managing correspondence (email, letters, packages)
- Check the mail on a weekly basis
- Manage the Sanctuary phone
- Provide administrative support to the Operations team by supporting team meetings, team care initiatives, and special projects
- Coordinate team meetings in collaboration with the Operations Manager through creating agendas, managing calendar events, taking notes, and other tasks as needed
- Maintain organized digital files, ensuring regular backups
- Support HR administration
- Create and update donor profiles in CRM system

#### Other duties/expectations:

- Participate in team meetings
- Complete tasks in a timely and accurate manner
- Provide constructive feedback
- Other work may be assigned based on time, interest, and skills

## **APPLICANTS MUST HAVE**

- eligibility to work in Canada
- excellent interpersonal and organizational skills
- experience in bookkeeping and administration, experience in a non-profit setting an asset
- great time management skills and attention to detail
- ability to work remotely
- willingness to work in a highly collaborative manner

## **APPLICANTS SHOULD BE**

- Comfortable working in a faith-based environment

Please note our office is not wheelchair accessible.

## **HOW TO APPLY**

Qualified candidates should send a single document that includes a cover letter that clearly states how your skills align with this opportunity and a one-page resume. In subject line write: "Administrator and Bookkeeper – application attached".

Send application to [careers@sanctuarymentalhealth.org](mailto:careers@sanctuarymentalhealth.org). Candidates who meet posting and application requirements will be acknowledged.

Please visit [www.sanctuarymentalhealth.org](http://www.sanctuarymentalhealth.org) for more information about our organization.