

POSITION POSTING

Position Title: Bookkeeper

Hours: Part Time (6-8 hours per week)

Wage: Per hour - competitive

Reports To: Finance Committee

Position Description: We are seeking a skilled bookkeeper to join our team. In addition to a knowledge and understanding of the basic principles and practices of bookkeeping, the position requires experience using SAGE accounting software and MS Office. Experience working in a not-for-profit setting would be an asset.

Spiritual Character:

- Possess a deep and abiding love for Christ and the people of God.
- Demonstrate a mature and growing relationship with Christ.
- Engage a lifestyle consistent with what it means to be follower of Jesus Christ
- Maintain an attitude of prayer, humility, thanksgiving, generosity, compassion, encouragement, and love by seeking Christ.

Qualifications:

- Excellent data entry skills.
- Knowledge of basic principles and practices of bookkeeping.
- Strong knowledge and understanding of accounting and financial management.
- Experience using SAGE accounting software and MS Office.
- Experience and knowledge of bookkeeping for not-for-profit.

Competencies:

- Strong organizational skills.
- Able to work independently, self-starter.
- High degree of accuracy and attention to detail.
- Strong verbal and written communication skills.
- Able to maintain confidentiality/discretion in all aspects of the job.
- Exhibit the confidence to be organized, innovative and creative.

Duties and Responsibilities:

- Approve and enter all payables and prepare cheques for signatures.
- File invoices and supporting documents.
- Prepare payroll and monthly remittance.
- Reconcile books and prepare monthly Financial Reports for council.
- Review the work of the weekly counting committee and enter all the giving information into the church software program.
- Process all electronic donations – e-transfer, Tithely, etc.
- Make bank deposits in a timely manner.
- Maintain the pre-authorized payments from members/donors through the bank.
- Provide quarterly expense reports to staff.
- Prepare payments for Classical and Denominational Ministry Shares, Special Offerings, etc.
- Prepare (July/Jan) giving statements and tax receipts for members/attenders/donors, etc.
- Prepare T4 and T4a's.
- Prepare reports for GST Refunds.
- Prepare annual budget.
- Prepare year-end documents for the Accountant including information for Registered Charity (form T3010.)

Finance Committee

- Prepare the annual Ministry Budget for the Finance Committee.
- Meet with the Finance Committee to review the fiscal year end documents (March) and ministry budget documents (Oct.)
- Provide accountant with all year end documents and information for preparation of annual Financial Statements.
- Attend Finance Committee meetings as needed.

Coordination with Covenant Kids Christian Daycare

- Invoice Covenant Kids Christian Daycare for their portion of WCB premiums, phone/internet, and accounting fees.
- Request information required for bi-annual filing of GST rebate.
- Prepare, in rare circumstances, the Daycare payroll (SAGE software).

For more information and/or to apply, contact personnel@willoughbychurch.com