

JOB DESCRIPTION

BOOKKEEPER COLLIER STREET UNITED CHURCH

Job Description Summary

The Bookkeeper is responsible for maintaining the financial records, accurately recording the day-to-day financial transactions including accounts payable, account receivable, and payroll. The bookkeeper supports the work of the Treasurer and the Finance Committee and liaises with the Minister, Administrator and the Board of Trustees of the Congregation.

Status

This is a part time contract position of up to 10 hours per week.

Requirements/Selection Criteria for Position

- Demonstrates knowledge of bookkeeping practices, and generally accepted accounting and bookkeeping principles, procedures and processes;
- Knowledge of relevant legislation and regulatory requirements, data management and financial data analysis;
- Proficient with accounting software, and other relevant computer software applications, including spreadsheets and databases;
- Execute bookkeeping functions accurately while meeting deadlines;
- Knowledge of modern office procedures and use of standard office equipment;
- Plan, organize, and coordinate multiple activities simultaneously;
- Demonstrates a high degree of initiative and problem-solving skills;
- Communicates effectively, both verbally and in writing, using technology to record and communicate with others;
- Respect and maintain confidentiality;
- Demonstrates excellent interpersonal skills and works respectfully and cooperatively with others; an effective team player;
- Supports the vision and mission priorities of the church;
- Works with minimal supervision;
- Must obtain a Police Records Check that includes the vulnerable sector that is satisfactory to the employer;
- A certificate, diploma or associate degree in accounting, finance or business and a minimum of five to seven years of bookkeeping experience is required. Additional accounting certification is an asset.

Accountability/Reporting Relationship

- Ensures church bookkeeping activities are completed accurately and on time and establishes work plans.
- Meets regularly with and takes direction from Ministry personnel to establish work plans, determine deadlines and review work deliverables.
- Works collaboratively with other church staff to establish work plans, determine deadlines and review work deliverables.
- Reports and is accountable to Minister of Worship, Congregational Care and Leadership or designate on a day-to-day basis, and to Ministry & Personnel (M&P) Committee through designated liaison person.

Responsibilities of Position

1. Provide bookkeeping support to Ministerial personnel, non-Ministry staff, Treasurer, Finance Committee, Board of Trustees and the wider congregation. Perform bookkeeping services related to church financial records. Develop systems and internal controls to support financial records. Account for financial transactions by establishing and maintaining a chart of accounts following standard bookkeeping policies and procedures. Ensure bookkeeping functions are completed accurately and on time.
2. Maintain general ledger and subsidiary accounts by verifying, allocating, and posting transactions. Reconcile and balance accounts by preparing and posting appropriate reconciling entries. Prepare required account summaries, trial balance, balance sheet, income and expenditure statements, etc. Provide data to church budget and audit/review processes and assist with budget preparation.
3. Prepare and process payroll, verifying staff hours, calculating payroll deductions, WSIB, etc. Comply with relevant reporting requirements, calculate and prepare tax payments. Administer accounts payable and accounts receivable; check and verify source documents such as invoices, receipts, computer printouts, etc., post entries and prepare and sign cheques.
4. Analyze account data and generate financial reports. Collect, analyze, and summarize account information and trends. Ensure relevant personnel receive timely financial information and reports as per outlined schedule, advising management on needed actions.
5. Comply with both church and society legal requirements enforcing adherence to requirements. Maintain filing system to support financial records using standard records retention guidelines.
6. Perform other duties as required.