

CALVARY TEMPLE JOB POSTING

Job title: Bookkeeper

Start date: Immediately

Reports To: Lead Pastor

Accountable To: Church Board/Finance Committee/ Leadership Team and the congregation through regular reports

Position Status: Full-Time

The church bookkeeper is responsible for the management of the full cycle account of the church. The job description of a church bookkeeper contains duties associated with the collection, recording, management, investment, and disbursement of the church's money.

Position Description

The church bookkeeper works with the church board, finance committee and lead pastor to manage the church's finances and attend to general bookkeeping, fundraising, and tax responsibilities.

Essential Duties and Responsibilities of a Church Bookkeeper

- Provides oversight for the financial processes, financial systems, and financial record keeping for the church.
- Prepares accurate monthly financial reports and communicates these reports to the Lead Pastor, the Finance Committee, and the Board as required.
- Keeps detailed records of all financial transactions.
- Oversees the collection and recording of donations from Sunday services every week in the Servant Keeper Software, as well as all texted donations using Emanant.
- Accepts donations on behalf of the church including automatic withdrawals, pre-approved credit card donations, and online donations. Records all donation amounts and the donor names for tax purposes.
- Deposits funds into the church's bank account and maintains receipts for records.
- Oversees and monitors Point of Sale machines, reconciling income to offering envelopes.
- Issues Invoices for services as required.
- Maintains Payroll and employee records, including the processing of semi-monthly payroll, administration of the Health Plan, makes the necessary payments to the Receiver General, and prepares T4s and T4As at year end.
- Processes Accounts Payable, including monthly Missions support payments, payroll related payments and maintains an accurate listing of Accounts Payable and Accrued Liabilities.
- Prepares the T3010 Charity Return annually for the CRA.
- Maintains Records for Capital Assets and monthly depreciation/amortization schedules.
- Reconciles church bank statements to the General Ledger, making note of any discrepancies and reporting issues immediately to the Church Board, Lead Pastor, or Finance Committee.

- Prepares year end files for Audit including adjustment of Pre-Paid accounts, Accruals, and GST Rebate Claims. Maintains an audit file and liaises with the Auditors and the Audit Committee as needed.
- Inspires confidence from the congregation and the church executive staff as to his or her integrity and ability.
- Attends meetings with the church leadership to go over finances and stay aware of any upcoming expenses, events, or changes to the church's operation.
- Maintains strict confidentiality of all financial information pertaining to giving and giver.

Required Knowledge, Skills and Abilities

- Must have strong general competencies with bookkeeping, financial reporting, and Charity & Fund Accounting.
- Must be well organized and have an exceptional attention to detail.
- Must be trustworthy and honest in all dealings.
- Must be committed to the mission and goals of the church.
- Must be familiar with the accounting rules that govern churches and non-profit entities.
- Must be willing to research and learn more about effective financial practices, accounting, bookkeeping and filing taxes.
- Must be able to work well with church staff, volunteers, committee members, and the church leadership.
- Must be work independently, maintain timelines and meet deadlines.
- Must be committed to the confidentiality of all donations and financial information.

Education and Experience

- Accounting Certificate or first levels of the CPA programs are preferred.
- Must have at least 5 years experience as a bookkeeper.
- Familiarity with financial accounting systems is required.
- Experience with QuickBooks online and Servant Keeper is preferred.

Work Environment

- Monday to Friday office work with some evening meetings required.

***Interested Applicants can send Resume & Cover Letter to the Lead Pastor via email**
(no phone calls please)

abrowett@ctwinnipeg.com

POSTING CLOSES APRIL 7th