

## BETHANY COMMUNITY CHURCH

Position Title: Bookkeeper (Approximately 16 Hours) Department: Administration  
Staff Member: New Hire Reports to Executive Pastor  
Job Description Created November 2018 Hire Date: January 2019

### POSITION SUMMARY

The Bookkeeper reports directly to the Executive Pastor and is responsible for the day to day management of all accounting functions, including maintaining the church's books of accounts, generating and analyzing financial reports, submitting government returns, preparing for the annual audit, serving as a resource for the Executive Pastor, assisting with development and monitoring of annual budgets, and reporting on financial results.

The Bookkeeper will mirror the mission and values of Bethany Community Church staff, members, and attendees, including volunteers.

### KEY DUTIES AND RESPONSIBILITIES

#### Bookkeeping:

- Ensure the maintenance of appropriate accounting system (currently QuickBooks Online) and financial controls, including liaison with Executive Pastor and auditors, etc.
- Perform the record keeping process, ensuring that accounting information is secure and stored in compliance with policies and procedures.
- Maintain complete and accurate supporting information for all financial transactions.
- Prepare journal entries where appropriate to record transactions, such as recognizing deferred revenue, payroll expense, prepaid expenses, depreciation, program advances, accrued income on investments and other items as considered necessary.
- Maintain bookkeeping systems for cash management, accounts payable, accounts receivable, credit control, and petty cash: process supplier invoices for payment, process cheques for supplier invoices, prepare and make bank deposits, as needed.
- Update chart of accounts and implement accounting procedure changes, as considered appropriate and efficient.
- Prepare bank and credit card (for purchases) reconciliations for all accounts on at least weekly basis.
- Complete review of balance sheet and income statement accounts at least monthly.

- Prepare account reconciliations for all balance sheet accounts monthly.
- Identify anomalies and/or significant variances, and work with to the Executive Pastor on further action.
- Monitor bank balances and cash flow forecasts, and advise Executive Pastor when remedial cash management is necessary.
- Prepare and distribute financial statements and finance related materials to the Executive Pastor (who then reviews and edits as needed, and prepares narrative report for Finance Committee) within established timeframes, reporting on budget to actual variances and forecasted operating results.
- Prepare and submit all government returns and taxes, including but not limited to Withholding Payments (CPP, EI, Income Tax), Harmonized Sales Tax, Employer Health Tax, Annual Charitable Return.
- Prepare all supporting information for the annual audit, and liaise with the Executive Pastor and the external auditors.
- Ensure that internal statements reflect any adjustments made by the auditor.
- Record the acquisition of approved capital assets, and ensure they are amortized and disposed of in accordance with policies and procedures.
- Recommend spending priorities to the Executive Pastor.
- Perform other related activities as assigned by the Executive Pastor from time to time.

#### **Payroll Preparation and Administration:**

- Complete all payroll functions to ensure that employees are paid in a timely and accurate manner: calculate payroll, record employee reimbursements for mileage and expenses, process direct deposits and pay cheques.
- Issue Record of Employment (ROE) for employees leaving the organization, and issue annual T4s, T4As and T2200s.
- Complete all group retirement, health and dental functions to ensure that employees, who are eligible for these plans, receive the proper guidance to set these up properly.

#### **Budget Preparation:**

- Assist Executive Pastor in the presentation of the annual budget and with the preparation of quarterly forecasts to the Finance Committee and Board.
- Populate and allocate annual budget into the accounting software.

- Prepare budgets and forecasts for the review and approval of the Executive Pastor to be included in funding applications.

**Other:**

- Ensure accurate and timely financial reports are generated in accordance with contract agreements with funders.
- Establish and maintain high standards and practices for financial accounting.
- Ensure that financial transactions are accurately recorded in accordance with Canadian Generally Accepted Accounting Principles (GAAP) and are recorded in a timely manner.
- Ensure compliance with financial policies and procedures with respect to recording and filing of all financial transactions and supporting documents.
- Liaise and maintain a positive and professional relationship with Executive Pastor and other staff, Auditors and anyone else, as required.
- Regularly demonstrate Bethany Community Church values while representing the church in a professional manner.

**QUALIFICATIONS**

- Previous work experience in not-for-profit environment.
- Financial literacy with an understanding of various donation types (i.e. grants, bequests, etc.)
- Familiarity with computerized online (internet based) accounting software (i.e. QuickBooks Online).
- Knowledge of Microsoft Office, Word and Excel.
- Detail oriented.
- Strong accounting and bookkeeping skills.
- Positive attitude and desire to produce high-quality deliverables.
- Enjoy working with a collaborative team.

**REQUIREMENTS AND EXPERIENCE**

- QuickBooks Online: 1 year (Preferred)
- Not-for-profit: 3 – 5 years (Preferred)
- Bookkeeping: 3 – 5 years (Preferred)