



Bookkeeper

POSTING DATE: 5 MAR 2020
APPLICATION DEADLINE: 6 APR 2020

Key Duties

- Reporting – weekly offering, monthly income/expense (“management” reports)
- Payables – posting invoices and expense claims, paying vendors and royalties
- Processing receivables, domestic and international transfers & deposits
- Bank reconciliation
- Payroll – TD1s, T4s, deductions & remittances, ROE
- Data entry, posting journal entries, issuing donation tax receipts, filing charity return
- Communication with vendors, donors as required
- Providing information regarding expenditures / balances left in budget items to staff / coordinators anytime during the year
- Assist in preparing budgets
- Reviewing / checking expenses (are in-line with market expectations)
- General administration as required

Skills & Personal Qualities

- Organized, with ability to effectively time-manage multiple tasks simultaneously
- Competency in Simply Accounting an asset, as well as word processing, spreadsheet, email
- 5 years’ prior experience as bookkeeper or equivalent
- Effective, articulate communicator

Relationships

- Responsible to the Board of Directors (BOD)
- Direct supervision by Pastoral Executive and appointed auditor
- Regularly communicate on all financial and asset based items with the BOD.

Time Commitment

- 6-8 hours/week, with possibility of additional hours per seasonal workload

Remuneration

- Remuneration commensurate with experience

To Apply

Please forward a cover letter and resume to: andy@wcvchurch.ca

Should you be invited to participate in the next stage of the hiring process, we will be asking for references from current and/or recent employers.

Applications will be accepted until **Monday, April 6, 2020.**