



455 Geneva Street
St Catharines ON L2N 2H2

Bookkeeper/Finance Officer

The Church Bookkeeper is responsible for managing the financial records and transactions of the church.

This position requires strong attention to detail, proficiency in bookkeeping software, and the ability to work independently. The Bookkeeper will work closely with the church leadership to ensure accurate financial reporting and compliance with applicable laws and regulations. This is a part-time role, with hours ranging from 10 to 15 per week, depending on the needs of the church.

Responsibilities:

1. **Maintain accurate financial records:** Record and maintain financial transactions, including income, expenses, and donations, using appropriate bookkeeping software or tools.
2. **Accounts payable and receivable:** Process payments, invoices, and receipts in a timely manner. Reconcile accounts payable and accounts receivable to ensure accuracy.
3. **Budget management:** Assist in the preparation and monitoring of the church's budget. Provide regular reports to the church leadership on budget performance and financial status.
4. **Payroll processing:** Set up payroll for staff with details going to an outside payroll provider.
5. **Financial reporting:** Generate and distribute financial reports, including balance sheets, income statements, and cash flow statements, to church leadership on a quarterly basis.
6. **Bank account reconciliation:** Reconcile bank statements with church records to ensure accurate and up-to-date financial information.
7. **Donor management:** Maintain records of donations and pledges, issue annual donation receipts.
8. **Compliance and record keeping:** Ensure compliance with relevant accounting standards, tax regulations, and internal policies. Maintain proper documentation and records for auditing purposes.

9. Provide support during audits: Collaborate with external auditors, provide necessary financial documents, and assist in the audit process as required.
10. Maintain confidentiality: Handle financial information with utmost confidentiality and exercise discretion in sensitive matters.
11. Stay updated on best practices: Stay informed about changes in accounting regulations and best practices in non-profit financial management.

Qualifications:

1. Proven experience in bookkeeping and accounting.
2. Proficiency in Quickbooks software and Microsoft Office Suite (especially Excel).
3. Strong knowledge of generally accepted accounting principles (GAAP).
4. Excellent attention to detail and accuracy.
5. Ability to work independently and manage time effectively.
6. Strong organizational and problem-solving skills.
7. Ability to maintain confidentiality and handle sensitive financial information.
8. Knowledge of non-profit accounting and tax regulations is a plus.
9. Strong communication skills and the ability to work collaboratively with church staff and volunteers.

Please note that this job description is a general outline of the primary duties and responsibilities of the Church Bookkeeper role. It may be subject to modifications and additional responsibilities based on the specific needs and priorities of the church.

Forward applications to:
office@northendchurch.ca