



POSITION DESCRIPTION

POSITION:	Accountant
REPORTS TO:	Director of Operations
DIRECT REPORTS:	None
INDIRECT REPORTS:	None
PURPOSE:	The Accountant plays a critical role in supporting the financial operations of the Church to ensure that the Church's vision and goals are met. The accountant ensures that the financial entries and reporting reflect the financial activities of the church and are ready for audit. The accountant also ensures that the financial information is in place to enable the boards of the church to work within their budgets. The accountant will work closely with the Manager, Financial Services, the Treasurer and the Board of Finance and Administration.

Mission Statement

To establish a place and a presence to worship God, proclaim the Kingdom of God and make the love of God in Christ known. Our plan to carry out this purpose involves structured worship, thoughtful spirituality, dynamic fellowship, creative teaching and caring mission.

KEY RESPONSIBILITIES & DUTIES:

Accounting Coordination

1. Maintain and ensure completeness and accuracy of the financial records of the Church's General Fund and Trust Funds, liaising with the Treasurer and Chair, Board of Trustees as required.
2. Create monthly, quarterly and annual General Fund financial statements for the Board of Finance and Administration and disseminate as appropriate to Boards and Congregation.
3. Create quarterly and annual Trust Fund financial statements for the Board of Trustees.
4. Ensure integrity of the financial systems of the church by monitoring internal controls, performing bank reconciliations, and carrying out other such activities as may be warranted.
5. Oversee the preparation and processing of the bi-weekly payroll.
6. Ensure all withholding deductions are remitted monthly. Ensure all government reports are filed on time and as required.
7. Prepare audit schedules and other required information for year-end audit, liaising as required with the Audit Committee and auditors, and ensure completeness and accuracy of general ledgers and donations, providing explanations as necessary.
8. Prepare documentation for the annual budget process, working with Budget Committee as required.
9. Implement financial policies established by the Board of Finance and Administration.
10. Provide backup to Manager of Financial Services for accounting tasks as required.

QUALIFICATIONS/REQUIREMENTS:

Education/Credentials

- Professional accounting designation (e.g. CA, CGA) and/or university degree in Accounting

Experience

- 5+ years of progressive accounting experience
- Direct experience in a church setting or other not-for-profit organization is desired but not essential
- Experience working with volunteers

Job Knowledge

- Knowledge of fund accounting, charitable operations, financial analysis and interpretation
- Current financial acumen and knowledge of regulatory requirements

Specific Skill required

- Proficiency in Microsoft Office Suite
- Experience with batch entry accounting software such as ACS or ACCPac (ACS preferred)
- Outstanding communication, technical and in-depth analytical skills
- Understanding of the importance of good administration in the ministry context
- Excellent verbal, written and interpersonal communication skills required
- Sound organizational and time management skills are necessary, with an ability to prioritize, carry out multiple tasks and meet strict deadlines
- Ability to work independently, be flexible and take initiative
- Must be a team player

Physical Effort/Working Conditions

- Work hours are flexible and adjusted to meet financial reporting deadlines.
- Must function in a regular office environment with required office equipment reasonably at hand.
- Long hours sitting at desk.
- Repetitive action (computer) and light lifting.
- Some overtime work required to meet specific deadlines, attend meetings and at year-end.

Accountability

- Must fully support the church's mission and values and professionally represent the Church.
- Ensure work is completed according to deadlines established in consultation with the Chair of the Board of Finance and Administration.
- Work closely with the Treasurer to ensure he/she has a full understanding of all financial aspects of church operations and receives timely reporting