

POSITION: Bookkeeper

PURPOSE: The Bookkeeper works as part of the administrative team in supporting the mission of the Church. The Bookkeeper provides day-to-day data-entry and bookkeeping, administrative support, and maintains excellent relations with members of the Church and the public. All work performed by the Bookkeeper will ensure absolute confidentiality is maintained.

KEY RESPONSIBILITIES & DUTIES:

Bookkeeping

1. Process members' donations and produce Annual donation statements
2. Resolve member issues related to their donations
3. Coordinate pre-authorized remittances (PAR) and credit card donations. Prepare and process electronic files monthly
4. Prepare non-receiptable deposit summaries and enter data into financial system
5. Manage accounts payable system ensuring that appropriate approvals for expenditures have been secured and payments made on a timely basis
6. Perform routine banking activities (such as making deposits, securing money orders and foreign exchange drafts, and liaising with bank on routine matters)
7. Track fundraising donations and pledges in collaboration with event coordinator
8. Prepare and distribute monthly Mission payments
9. Process all on-line donations
10. Provide support to the Controller as directed.
11. Process standard monthly journal entries as directed
12. Prepare account reconciliations analysis as directed

Financial Administration

1. Prepare correspondence, as required, as it relates to the General Fund and coordinate all financial mailings
2. Respond to requests from Treasurer and Director of Operations

Administrative Standard Support

1. Prepare ACS reports as directed
2. Ensure daily server backup is completed and replace/store tapes off premises
3. Prepare monthly equipment usage summaries and associated invoices/journal entries
4. Provide administrative support to the Director of Operations and the Ministerial team as required
5. Maintain Donation and Accounts Payable filing

Volunteer Support

1. Supervise tellers in the execution of their duties
2. Provide guidance and support to Church volunteers as required

QUALIFICATIONS/REQUIREMENTS:

Education/Credentials

- Post secondary school education in bookkeeping or equivalent experience

Experience

- Direct experience in a church setting or similar Foundation using Fund Accounting would be a significant asset
- Experience working with and supervising volunteers
- Direct experience in donation receipts for income tax purposes

Job Knowledge

- Familiarity related to charitable donations as provided for in the *Income Tax Act*.
- Demonstrated understanding of privacy legislation and maintaining confidentiality.

Specific Skill required

- Proficiency in Microsoft Office Professional (Word, Excel and Outlook) and the internet.
- Proficiency in ACS People, Contributions and Financial Suites or equivalent Fundraising database.
- Excellent skills in general bookkeeping to Trial Balance stage and strong analytical skills.
- Excellent verbal, written and interpersonal communication skills required
- Sound time management skills are necessary, with an ability to prioritize, carry out multiple tasks and meet strict deadlines.
- Excellent organizational skills in computer and general file maintenance.
- Ability to consistently produce accurate and reliable work.
- Ability to work independently, be flexible and take initiative.
- Ability to work in a stressful environment.
- Must have strong service orientation.
- Must be detailed oriented, neat and organized.
- Must be a team player.

Physical Effort/Working Conditions

- 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 required to meet specific deadlines 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 Church Director of Operations
- Work closely with the Treasurer, Director of Operations and Controller
- Work with Director of Operations to regularly assess the major components of the job and implement and/or recommend improvements in an effort to contribute to the continuous improvement of the administrative functions of the Church

This position will require a police background check. It is subject to a probationary period of 6 months. All applications will remain confidential and only those asked to be interviewed will be contacted. Due to the nature of the job, members and families of the Congregation may not apply.

Resumes will be accepted until April 15, 2018.

Resumes can be emailed to employment@yorkminsterpark.com
or mailed to:

Attention: Director of Operations
Yorkminster Park Baptist Church
1585 Yonge Street
Toronto, ON, M4T 1Z9