



Cedarview Alliance Church Bookkeeper

Context: Cedarview Alliance Church is seeking an experienced Bookkeeper.

Character: The position requires living out the fruit of the Spirit.

Hours: 15-20 hours/week..

Reports to: Office Manager

Salary: This is a part-time or contract position of 15 – 20 hours per week. Actual compensation figures will be discussed further into the hiring process.

An acceptable vulnerable sector Police Report is required for this position.

EXPERIENCE & KNOWLEDGE

Minimum of three to five years bookkeeping experience in a busy small office environment.

Experience with Quickbooks and Excel programs.

Experience preparing weekly/monthly/annual financial reports as required.

Experience with church or non-profit organization activities would be an asset.

SKILLS & ABILITIES.

Prioritize and accomplish bookkeeping activities with attention to detail while managing time well.

Familiarity and experience with general account principles, legal requirements, and not-for-profit accounting regulations.

Effective communication and interpersonal skills, both verbal and written, with staff and volunteers.

Respond to inquiries in timely manner.

Maintain and safeguard personal and confidential information of donors personal and financial data within the parameters of the church office environment.

Communicate financial data clearly and effectively.

PERSONAL CHARACTERISTICS

Aligned with the vision, ministry philosophy and missional direction of Cedarview Alliance Church.

Self-motivated, requiring minimal supervision.

Flexible to changing priorities.

Able to develop good working relationships with other staff members, church members and volunteers.

Demonstrates compassion, discretion, and confidentiality in all situations.

KEY RESPONSIBILITIES

1. Church Finances:

- Payroll – manage payroll updates, vacation/sick leave, pension data.
- Accounts Payable – ensure all invoices are paid in timely manner.
- Office Deposits –manage cost recovery for ministries, arrange bank deposits.
- Envelope Secretary – Donation support for volunteer team as required.
- Auditor- ensure all files are prepared for auditor review.

2. Accounts Receivable/Payable:

- Recording all income (offerings, registrations, rentals, cost recovery, etc.).
- Pulling reports, reconciling, and inputting revenue received via electronic payments.
- Recording receipts and payments for visa accounts.
- Recording electronic accounts payables.
- Monthly reconciliations of accounts (bank, investments, visa) and offerings.
- Communication with other office staff, treasurer of the Board, Offering envelope volunteers.
- Communication with the bank as required.

3. Reporting:

- Produce reports for monthly disbursements.
- Produce monthly and yearly reports for Board of Elders.
- Produce budget reports for ministry leads as required.

4. Yearly Responsibilities:

- Audit: prepare all documentation require by auditor, communication with auditor, process adjustments on audit completion.
- Budget: Provide budget updates to ministry leaders as required, work with the Lead Pastor to prepare draft budget for coming year. Update accounting system once budget approved by Board of Elders.
- Government charitable organization reporting as required.
- Application for rebates/subsidies as available.