



Accounting/Bookkeeping

Overview

North Shore Alliance Church (NSA) is looking for an energetic, hard-working self-starter with 3-5 years of experience. As the Accounting Bookkeeper, you will be responsible to ensure that all financial records in the church are maintained to the highest standards.

Relationships: Reporting to the Lead Pastor. Work closely with all pastoral, ministry and administrative staff.

Hours: 30 hours per week

Key Responsibilities:

- Record individual donations and ministry income
- Produce and distribute tax receipts
- Bank deposits
- Coordinate preparation of semi-monthly payroll and annual T4s with external payroll processor (currently "Rise People Pay")
- Generate T4As
- Accounts Payable, online banking and cheque processing
- Government and denominational remittances are made
- Ensure GST rebates are submitted
- Monthly bank reconciliations
- Monthly balance sheet reconciliations (prepaids, accruals and deferrals)
- Prepare a cash position monthly and assist with cash flow analysis
- Prepare the monthly and quarterly financial statements for the Board of Elders
- Preparation of Financial Statements
- Preparation of External Accountant Annual Review reports
- Preparation of the annual budget with Senior Leadership Team

Desired Skills & Experience:

- Minimum 3 years relevant work experience
- Experience in a church setting or in a not-for-profit organization – an asset.
- Preference will be given to a candidate possessing a BCom or BBA degree and working towards or completed a CPA designation.
- Exceptional attention to detail and accuracy.
- Excellent interpersonal, communication, teamwork, presentation and project management skills.



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ALLIANCE CHURCH

The successful candidate will exhibit:

- A growing active relationship with Jesus Christ.
- An ability to relate well to people of different backgrounds.
- Ability to prioritize with above-average time-management skills.
- An ability to take initiative, to identify and address problems, to seek out solutions, and act without instruction or direction.
- Good computer skills including word processing, database management, Excel, and QuickBooks (**QuickBooks training can be provided**)

They will be:

- In agreement with NSA's statement of Faith and the policies outlined in the Employee Handbook.

If you wish to apply for this position, please send your resume and cover letter to Brenda Martin, Executive Assistant at brendam@nsac.bc.ca

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