

## Job Description - Bookkeeper

### Key Duties and Responsibilities - 45%

- \* Provide accounting type services in the church office to ensure all financial information is processed, recorded, and reported. This will include donations, payables, and receivables, also overseeing of payroll, communication with government agencies, banks, and other service providers.
- \* Consult with the Treasurer, Deacons, payroll and benefits provider, banks, and external auditors.
- \* Record all financial transactions.
- \* Prepare annual budget with the Director of Operations.
- \* Maintain various funds - both restricted and unrestricted.
- \* Manage payroll processing, overseeing accounts payable, accounts receivable and donations.
- \* Prepare monthly and annual financial reports including annual donation receipts.

### Specific weekly duties (20%):

- \* Review, code, check accuracy and seek approval of all accounts payable invoices.
- \* Allocate payment for accounts payable utilizing RBC Express as well as cheques.
- \* Gather Sunday deposit information for quarterly congregation reporting.
- \* Manage the cash flow for the various ministries.
- \* Process donations from all sources - e-transfer, Benevity, Planning Center, Canada Helps.
- \* Process rental invoicing and payments, Good Food Box orders, and Moneris debit transactions.
- \* Prepare various reports including Cashflow and Contribution Summary.

### Specific monthly duties (10%)

- \* Payroll processing including Records of Employment, Timesheets, Health Care Spending Accounts and Benefits.
- \* Preparation of journal entries.
- \* Reconciliation of donation system to general ledger and cash receipts.
- \* Reconcile Accounts including GICs and Visa.
- \* Review General Ledger with the Director of Operations.
- \* Prepare Monthly Reports
  - o Statement of Operations and Balance Sheet.
  - o Budget update.
  - o Other schedules as required.

### Specific annual duties (10%)

- \* Process Year-end payroll.
- \* Prepare Year-end accruals.
- \* Prepare working papers for auditors and prepare answers to standard auditing questions.
- \* Finalize Financial statements.
- \* Prepare Tax Receipts

Teamwork 15%

- \* Contribute to team dynamics.
- \* Support the initiatives of fellow team members.
- \* Champion Staff Values.
- \* Adhere to Bethany Chapel's policies and procedures.