Olivet Baptist Church
BOOKKEEPER

Olivet Baptist Church is a 143 year old congregation in the heart of New Westminster. Olivet is an active community that has opened its doors to many not-for-profit community groups that use our building to its fullest capacity.

Position Summary
The Olivet Bookkeeper will oversee the accounting functions of Olivet Baptist Church. They will have the highest degree of integrity and confidentiality as they will manage highly sensitive information. The Bookkeeper will have a good working knowledge of QuickBooks, Microsoft Office and a very strong knowledge of Microsoft Excel.

Duties and Responsibilities
- General accounting functions of Olivet Baptist Church
- Process semi-monthly payroll
- Process semi-monthly Pre-Authorized Debit giving
- Enter, verify and reconcile transactions such as accounts payable and receivable, cheques, invoices, cheque requisitions, credit card and bank statements.
- Prepare and post month end journal entries and prepare monthly financial statements and reports.
- Prepare financial books for the year end, including T4/T4A.
- Prepare for the external year-end review.
- Do year end adjusting entries and reconcile to audited financial statements
- Ensure regulatory compliance (CRA Registered Charity).
- Prepare Registered Charity Information Return (T3010)
- Assist with the budgeting process

Qualifications & Skills
- 3-5 years of bookkeeping experience with a registered charity or church
- Demonstrated proficiency with QuickBooks (desktop & online) and MS Office suite with a strong knowledge of MS Excel
- Strong knowledge of CRA requirements

Key Competencies
- Excellent administrative and organizational skills with the ability to prioritize effectively
- Precise attention to details
- Excellent verbal and written communication skills
- Ability to meet tight deadlines and work under pressure
- Excellent interpersonal skills, ability to focus in a shared office space
- Excellent critical thinking and problem-solving skills
- Ability to work in a group environment and as an individual
- Task Oriented; Strong and demonstrable work ethic
Terms of Employment

- The bookkeeper position reports to the Olivet Administrator.
- The bookkeeper position is part-time, contract position. The candidate should expect to spend approximately 5-10 hours each week working in the position, depending on the time of month/year.
- Compensation is $27-35/hour dependent upon qualifications and experience.

To Apply, please submit the following:

- Letter of application. The letter should address work experience as outlined in the job description
- Current Resume
- Three references. Please provide the name, address, phone numbers and email address for each of your references.

Preferred start date: October 29, 2021

Apply by fax, email or drop off resume with cover letter and three references by Oct. 15 to:

Olivet Baptist Church
Church Bookkeeper Position
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