

Bookkeeper

Hours and Pay

\$25/hr. Current estimate is 8 hours a week.

No benefits are included in this position.

Weekly Bookkeeping Tasks

1. Ensure weekly deposit sheet, giving envelopes, and cheques are scanned, ensure accuracy, post donations. Work with counters when necessary.
2. Cross-reference e-transfers, giving sheet donors, giving envelopes, and cheques with database to ensure basic info is inputted and accurate in database.
3. Track giving and communicate with and recognize first-time givers, giving follow up (large gifts)
4. Download, post, track, reconcile, etc. weekly donor and giving statements/deposits from tithe.ly, RBC bank account, and other platforms: save into dropbox, identify any "other" giving and note
5. Input all giving data from all platforms into the ChMS for easy tracking and combined tax receipts via automated program
6. Scan (or receive scan) and save payment receipts, requests for re-imbursements, and other payments to appropriate shared folders and paper file originals (and/or work toward electronic based system)
7. Pay invoices and bills and post
8. Availability to respond to requests from staff (by email or phone) for information or concerning issues related to the job description.
9. Oversee the giving@oceansidecc.ca email address, keeping it organized and archived.

Note: the job may require coming in for a short amount of time some weeks to check your box, touch base with staff, scan items, get signatures, and retrieve necessary documents.

Monthly Bookkeeping Tasks

1. Produce monthly statements: 1) YTD; 2) monthly income; 3) General Ledger w/ as detailed notes as possible; 4) Bank register; 5) Balance Sheet. Send completed statements with any pertinent notes to lead pastor (print/punch for pastor in above order if possible) for approval and then send to church council.
2. Bank reconciliation and reports
3. Track and ensure monthly rental and utility payments from tenants and update checklist. Notify Church Operations Manager of any late payments or issues.
4. Post payroll and work with our payroll provider through PAOC and ADP to ensure systems working well. Submit regular changes to payroll and communicate with church employees as needed regarding forms, updates, etc.
5. Send credit card statements to staff and receive labeled and scanned statements back for coding and entry. Send coded statements to Lead Pastor and Treasurer, and upload

copy to shared statement folder with pastor. Verify receipts attached and file copy w/ receipts in monthly folder and/or digital system.

6. Work with bank and CRA as needed
7. Occasional in-person meetings with Lead Pastor or relevant staff member as needed for review, discussion of changes, and general check-in and care.

Annual Bookkeeping Tasks

1. Bi-annually (every six months) submit GST rebate for charities to CRA
2. Help coordinate with accountants year-end financial statements for AGM and CRA
3. Ensure completion of Registered Charity Information Return (T3010), likely with accountants.
4. Complete and send out (digitally) annual donation tax receipts, using ChMS software
5. Register and submit annual payment for workers compensation based on total payroll
6. Ensure employees receive T4s through ADP software
7. Keep current and educated with the latest requirements for churches and charitable organizations when it comes to financial matters through appropriate subscriptions (4 C's), professional development, communication (such as with our District Operations officer), or appropriate conferences or webinars.
8. Be familiar with all ways to give in order to help people give in ways most convenient for them.
9. Provide end of year final ledger for budget creation and budget template for Lead.