

JOB POSTING

The Anglican Church of Ascension has an opening for a Part-Time Bookkeeper.

Part-Time Bookkeeper

We are looking for a dynamic individual with strong bookkeeping skills.

Responsibilities

- Must be discreet and maintain the confidence of all contributors.
- Must work independently without supervision but in close co-ordination with the Churchwardens, Rector, External Auditor, Church Administrative Assistant, and the Envelope Secretary.
- Process Payroll for two staff: calculate remittances and forward to CRA.
- Processes donations, both electronic and manual (EFT, Canada Helps, Square, mail)
- Maintains records (e.g. invoices and ledger postings)
- Prepares monthly income statement & balance sheet, financial account reconciliations and sends with General Ledger to the Corporation Monthly.
- Attend monthly virtual evening meeting with the Corporation (Second Tuesday of every month)
- Prepares and assists with Annual Review Engagement

Experiences/Skills Required

- Bookkeeping experience essential, non-profit preferred.
- Knowledge of Power Church Software an asset.
- Strong written and oral communication
- Ability to prioritize and work independently.
- On site position

Apply to the Rev. Nicholas Morkel, Rector, at nhmorkel@sympatico.ca

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