



JOB DESCRIPTION AND POSTING

BOOKKEEPER - TRINITY BIBLE CHURCH OF OTTAWA (TBCO) – 2024

Job Title: Bookkeeper
Reports To: Finance Committee and Board of Elders
Status: Part-time (approximately 10-15 hours per week) Paid Position
Starting Date: TBD, ASAP
Location: This role allows for flexible work hours with opportunity to work from home.

Application: Interested candidates should apply in writing by sending an email to the HR Deacon, Laura Stolk at laura.stolk@trinitybiblechurch.ca

The closing date for applications is April 15th at noon EST.

Applicants should provide a resume and short cover letter that describes how their education and experience qualifies them for the position.

Successful applicants will be contacted for an interview to take place via Microsoft Teams or in person at TBCO as applications are received from March until end of April.

Position Objective: Trinity Bible Church of Ottawa (TBCO) is a healthy and vibrant congregation in the town of Osgoode, Ontario in South rural Ottawa. In partnership with the church Board of Elders and finance committee, and in accordance with Trinity's stated mission, vision, and values, the bookkeeper will oversee bookkeeping responsibilities including but not limited to processing payroll, tracking expenses, data entry, accounts receivable, accounts payable and assist with annual audits.

Vision:

All candidates should be in agreement with the below:

1. Aligned with Trinity's mission, vision, and values.
2. Demonstrating a servant heart; both an effective leader and team builder.
3. Capable of mobilizing people and organizing resources in a timely manner.
4. Willing to work alongside the Pastoral Team Lead, Finance Committee and other staff/elders.

To learn more about Trinity, please visit our website at <http://www.trinitybiblechurch.ca/>.



SCOPE OF RESPONSIBILITIES:

While not limited to the following, the bookkeeper at TBCO will perform these duties:

- Pick up invoices and cheque requisitions at church office each week
- Check and verify invoices and cheque requisitions and enter expenses in appropriate accounts in QuickBooks Online (scan & attach documentation to QuickBooks entry)
- Monitor banking and record Preauthorized debits and interest
- Enter Visa charges in QuickBooks Online
- Prepare Visa payment every 2-3 weeks
- Enter deposits in QuickBooks Online (debit terminal, online bill payments, Canada Helps, PayPal)
- Prepare cheques weekly and deliver to church office for signatures
- Send missionary payments based on the current year payment schedule
- prepare a cheque summary to accompany prepared cheques (so they know what they are signing for)
- Enter Stripe payments (VBS & payments for other church events)
- Calculate and submit WSIB quarterly
- Payroll through Ceridian
 - entering new employees
 - ROEs
 - delivering T4s and pay stubs
 - updating payroll records
 - and completing and information requested from Ceridian
- Enter payroll in QuickBooks Online
- Reconciling Visa statement
- Reconciling Scotiabank
- Prepare report the first week of each month for Finance Committee and the Board
- Field any questions from Finance Committee and the board
- Field questions regarding budgets and assist with annual budget
- Prepare for auditor annually and answer questions for auditor during audit
- Maintain filing system to support financial records
- Oversee and maintain tax receipts for charitable donations and provide quarterly updates to donors



ADDRESS

4101 Stagecoach Road
Osgoode, ON K0A 2W0



PHONE

613-826-2444



EMAIL

office@trinitybiblechurch.ca



WEB

trinitybiblechurch.ca



REQUIRED EDUCATION, EXPERIENCE AND SKILLS

Successful candidates must possess the following skills, experience and qualifications:

- Degree, Diploma or Certification in accounting, bookkeeping or related field
- Previous bookkeeping experience and basic accounting knowledge
- Proficient knowledge of QuickBooks Online and Microsoft Office applications
- Confidentiality, Integrity and alignment with church values and vision
- Highly organized with effective prioritization, attention to detail and planning skills
- Positive attitude and effective communication skills
- Ability to work collaboratively

PREFERRED QUALIFICATIONS

- Experience utilizing payroll platforms, Ceridian or other.
- Completion of two years (first level) in a recognized Chartered Professional Accounting (CPA) program
- CPB designation (Certified Professional Bookkeepers of Canada)
- Understanding of tax laws for charitable organizations



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