

MHCCRC Job Posting

Job Title:	Bookkeeper	Location:	TBD
Department:	Committee of Administration	Income Range:	\$7,500.00 - \$9,000.00
HR Contact:	Henk Van Tuyl 289-759-3076	Position Type:	Part-time (Avg 6 hrs./wk)
Will Train Applicant:	Yes	Start Date:	January 1, 2024
Date Posted:	September 15, 2023	Posting Expires:	October 15, 2023
Job Posting Web URL:	https://mounthopecommunitycrc.org		

Applications Accepted By:

EMAIL:

treasurer.mhccrc@rogers.com
Subject Line: Job Application - Bookkeeper

MAIL:

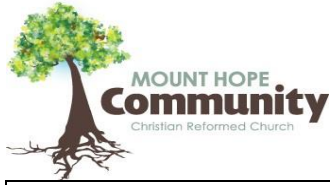
Henk Van Tuyl, Corporate Treasurer
Mount Hope Community CRC
P.O. Box 269, 3076 Homestead Dr.
Mount Hope, ON LOR 1W0

Job Description

ROLE AND RESPONSIBILITIES

The Bookkeeper is accountable to and reports to the Committee of Administration (COA).

- Ensure effective process and controls for receiving contributions in various formats such as Cash, Bridge App, eTransfer and Cheques.
- Ensure that the contribution of monies received from the members of the congregation is properly recorded.
- Make deposits to bank as required.
- Ensure proper handling of rental payment receipts and disbursements.
- Maintain an up-to-date record of all receipts and disbursements according to proper and acceptable accounting practices and all church programs.
- Ensure that no disbursements are made without the authorization of the appropriate team
- Ensure that all disbursements shall require the signature of two persons as approved by council from time to time.
- Process online bill payments and monthly remittances.
- Make quarterly remittances of budgeted denominational pledges and classical shares.
- Perform monthly bank reconciliations.
- Bi-monthly payroll and quarterly payroll remittance.
- Maintain the Bridge App GIVE process as required with donor's envelope numbers and causes.
- Prepare, print and mail annual donation receipts and/or statements for all funds received. Submit to Treasurer for signature.
- Prepare monthly report of donations received for membership.
- Prepare quarterly statements of all funds for the COA and BoD.
- HST semi-annual rebate filing.
- Prepare CRA returns as required by law for Incorporated Charitable, Non-Profit organizations. This includes preparing T4, T4A, T5 and other forms as required annually.



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- Ensure that the books and records are ready, promptly after the fiscal year end, to be submitted to the accounting firm to perform the annual audit or review.
- Ensure that all year-end documentation and tax returns received from the accounting firm are submitted to the Treasurer for submitting to the COA and Council/BoD for approval and ultimate filing.
- Process year-end entries according to direction from the accounting firm.
- Perform preliminary preparation of the Operating budget and assist the various groups/teams with their annual budgets.
- Ensure accounting software is maintained up-to-date.
- Perform other tasks associated with role as agreed upon between Bookkeeper and the COA.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a Christ-professing member of a reformed church
Should have at least 5 years of accounting and bookkeeping experience

PREFERRED SKILLS

Working knowledge of the CDN Sage 50 Premium Accounting Software Package
Good computer and on-line banking skills

ADDITIONAL NOTES

Applicant to supply three (3) work related references