



Ministry Position: Bookkeeper

As Bookkeeper of Steele Heights Baptist Church (SHBC), you will report directly to the Lead Pastor and work with the Treasurer to ensure the financial accounts, reports, and payroll records of the Church and McLeod Early Learning & Child Care Center (ELCC) are maintained with integrity and accuracy in a timely and efficient manner that is in keeping with; a) SHBC's annual budget and financial policies and b) The requirements prescribed by the Government of Canada (CRA) for non-profit charitable organizations.

Some duties include but are not limited to:

- Accounts payable/receivable data entry
- Payroll for hourly, salary, and contract employees
- Processing T-4's, ROE'S, RRSP, health benefits, grant reporting
- Bank/credit card reconciliation
- WCB & GST filings
- Maintaining good record-keeping systems

As a member of the SHBC Finance Team, the Bookkeeper can contribute significantly to our financial stewardship. You will provide monthly profit & loss/balance sheet and quarterly budget reports for finance meetings, and your insights and input on the status of financial resources at SHBC, as related to the budget and financial policies, will be highly valued.

Qualifications:

- Agreement with the Church's Statement of Faith (see our website shbc.ca)
- Minimum Grade 12 diploma
- Certificate, diploma, or coursework in bookkeeping is preferred
- Minimum 1-2 years of hands-on bookkeeping experience
- Experience using Quick Books Desktop and Microsoft Excel is preferred
- A Police Check will be required

Terms of Employment: Permanent part-time 15-20 hours per week.

Rate of Pay: \$25.10 per hour + 4% vacation pay.

How to Apply: Email resumes and cover letters to office@shbc.ca before Friday, November 1, 2024, the closing date.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.