



Position Responsibilities – Bookkeeping and Financial Administration

Job Title: Bookkeeper

Status: 15 Hours/week (2 Office Days) - \$20-25/hour

Direct Report: Pastor of Administration

The Bookkeeper is responsible for supporting the church's financial operations, ensuring a high level of organization and attention to detail. The Bookkeeper will work closely with the Pastor of Administration (PA) to maintain accurate records, assist in budgeting and reporting, manage donations and payroll, and help prepare financial data for audits and year-end reporting. This role plays a critical part in upholding organizational financial integrity and providing insights to improve current and future operations.

Key Responsibilities and Duties

Bookkeeping and Transaction Management (30%)

- Input all financial transactions, maintaining up-to-date records in accounting and donation management programs.
- Manage accounts payable, ensuring timely payment on accounts, and setting up transactions for approval and authorization.
- Manage accounts receivable and process customer payments on accounts.
- Receive departmental expense reports and input expenses into the accounting software.
- Reconcile accounting records to bank statements for Calvary's various chequing, savings, and credit accounts.

Donation and Donor Management (30%)

- Process, record, and report donations weekly.
- Collaborate with PA to produce and issue annual charitable giving receipts.
- Contact donors as needed regarding contributions or to verify information required for receipting.

Budgeting and Reporting (20%)

- Collaborate with PA to produce monthly financial statements for internal review.
- Assist the PA with annual budget preparation.

- Organize and categorize financial transactions for accurate reporting.
- Provide departmental financial reports to department heads for internal communication.

Payroll and Audit Support (20%)

- Process bi-weekly payroll and maintain payroll records in the payroll management program.
- Ensure accurate entry of payroll transactions into accounting records and remittances of all relevant payroll deductions to the Federal Government.
- Assist PA with completion of T4 and T4A submissions.
- Assist PA with completion of T3010 and all related schedules as needed.
- Provide support during annual financial audit, preparing documentation for auditing entities, including transactional samples, system reports, and financial analysis.

Financial Oversight and Compliance (Ongoing)

- Be familiar with and abide by all organizational financial policies and procedures.
- Offer insights from input-level analysis, including highlighting trends or inefficiencies, and identifying opportunities for optimization.

Required Skills

- High School Diploma (minimum)
- Three years of experience in a bookkeeping or administrative context (minimum)
- Highly organized, attentive to detail, and able to handle continuous time deadlines.
- Proficient in office equipment, church management software, and online accounting software.
- Communication and interpersonal skills for effective interdepartmental communication.

Revised: October 1, 2025