

Bookkeeper – part-time (15-25 hours per week)

Overview:

We are looking to hire a bookkeeper to manage our day-to-day finances for our congregation. This would include tasks such as payables and receivables, balancing the bank statement and pay roll, issuing tax receipts, etc. Previous experience with Quickbooks is essential. This job is part-time, 15-25 hours per week and on site in South Surrey.

Duties include financial tasks such as:

- Entries into Quickbooks and Elvanto (our CRM system)
- Balancing bank statement
- Creating Leadership team financial reports
- Balancing payroll
- Budget planning with finance team
- Issuing of tax receipts
- Submit tax return for the church
- Apply for GST credit
- Etc.

Qualifications:

- Proven experience in an AP/AR role, preferably in a church environment.
- Strong understanding of accounting principles and financial systems.
- Experience with reconciliations.
- Proficiency in Quickbooks and Microsoft Office, particularly Excel.
- Excellent attention to detail and ability to manage multiple tasks with accuracy.

Application Process:

Please send your resume detailing your experience to lead pastor Rick Bayer at rick@gracepoint.ca This role could possibly be combined with another role to create a full-time position in the future. We thank you for your interest but only candidates who are selected for an interview will be contacted.