

St. Paul's on-the-Hill.... PICKERING

We are currently looking for a Book keeper to start ASAP

Skills and Qualifications

- Must have bookkeeping skills
- Must have computer skills [Quickbooks}
- Must have organizational skills
- Must have the ability to meet deadlines
- Must have the ability to maintain confidentiality

Spiritual Gifts Recommended

- Service
- Reliability

Training provided

- 3- 5 years previous bookkeeping experience

Time commitment involved

- 5-7 hours monthly
- Additional time as required for reporting, vestry, etc.
Approx. 6 extra hours at that time.

Description of duties

- Record weekly collections and other cash receipts
- Bi-weekly, process payments to vendors and others, maintain vendor files.
- Prepare payroll [bi-weekly, monthly], perform federal payroll remittance filings quarterly.
- Record and track payables and receivables as needed.
- Prepare financial reports, profit and loss statements, with prior year and budget comparisons.
- Reconcile QuickBooks balances with bank statements.
- Distribute statements monthly for executive meetings
- Enter new budget annually
- Track and invoice for utilities receivable from Daycare
- Ensure existence of verifiable audit trail for all financial transactions and produce records for annual audit.
- Others duties assigned from time to time

Please forward resumes to St. Paul's on-the-Hill

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