

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

St. Clement's is seeking a **Bookkeeper** to support our Parish finances.

If you have amazing bookkeeping skills, fantastic organizational abilities, excellent communication skills, are trust-worthy, and comfortable working independently and as part of a team, this position will be of great interest.

Position Title: Bookkeeper

Purpose of the Position: To provide bookkeeping support for St. Clement's Anglican Church.

Duties and Responsibilities:

- All aspects related to accounts payable
- All aspects related to accounts receivable, including processing our various forms of donation
- Maintain our computerized bookkeeping system (currently PowerChurch) and make weekly postings in a timely manner
- Provide bookkeeping support to staff, committees, Treasurer, and Wardens
- Monthly reconciliation of all accounts and bank accounts
- Provide monthly reports to Treasurer and Manager of Finance & Administration
- Overseeing the financial year end audit
- Issuing of charitable donation receipts
- Maintaining credit card payments and our "Moneris" system
- Posting the annual budget
- Other duties as assigned

Skills, Knowledge and Experience Required:

- Passionate about finance & bookkeeping and supporting a dynamic staff team and a large and active Parish
- Education and work experience with bookkeeping, preferably in the not-for-profit sector and with fund accounting
- Strong computer skills including proficiency with accounting systems (working knowledge of PowerChurch is a large asset), Google Workspace and spreadsheets, including Microsoft Excel and Google Sheets
- Experience working with databases, especially ones that include an accounting application
- Fantastic organizational skills with the ability to work independently and as part of a team
- Terrific attention to detail
- Strong written & spoken English communications skills

Terms:

- Competitive hourly salary



- 16 hours per week, with additional hours required at busy times of the year (eg. December-March)
- This position reports to and works closely with the Manager of Finance & Administration

If you are interested in this position, please submit your cover letter and resume to the Rector at hr@stclements-church.org.

The application deadline is October 18. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted. St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.