

FINANCE ASSISTANT/BOOKKEEPER JOB DESCRIPTION
CHURCH OF THE HOLY TRINITY
10 TRINITY SQUARE, TORONTO, M5G1B1

The [Church of the Holy Trinity](#) is an Anglican parish in downtown Toronto with a history of social justice work and advocacy since 1847. We are a community of people who express Christian faith through lives of integrity, justice, and compassion. Our heritage buildings are used by a wide variety of programs and organizations and we run a busy weekly support service for inner-city marginalized and unhoused individuals.

JOB TITLE: Part-time Finance Assistant / Bookkeeper)

PURPOSE:

- The part-time Finance Assistant / Bookkeeper will work closely with the Parish Administrator, Treasurer, and Accountant to ensure financial transactions are entered accurately in the Church's Sage 50 accounting system and the semi-monthly payroll is processed accurately in the Payworks payroll system. They will be supervised by the Parish Administrator.

POSITION TYPE:

- Part-time hybrid position with both office and remote work
- 8 hours per week with additional hours during the year-end audit

RESPONSIBILITIES:

- To work with a high degree of accuracy and limited supports
- Accurately enter receipts (bank deposits, electronic fund transfers, automatic deposits) in Sage 50 on a weekly basis, ensuring accuracy of data.
- Enter payments (electronic fund transfers, automatic payments, cheques) into Sage 50 on a weekly basis, ensuring accuracy of data.
- Record credit card transactions in Sage 50 on a monthly basis.
- Maintain complete and accurate electronic and paper supporting documentation.
- Process semi-monthly payroll in Payworks to ensure accurate payment to employees, assist with payroll system administration, and prepare payroll journal entries for Sage 50.
- Prepare monthly adjusting journal entries with supporting documentation.
- Maintain and reconcile petty cash
- Prepare bank deposits, ensure accurate Sage 50 coding and take deposits to the bank.
- Enter donations in CiviCRM (in-house donation system), reconcile to Sage 50 on a monthly basis, and issue interim donation statements

RESPONSIBILITIES (cont.):

- Prepare bank reconciliations and account reconciliations for month-end close.
- Prepare monthly financial reports for distribution to the Parish Administrator, the Treasurer, Vestry Executive and various program staff and Church committees.
- Prepare financial reports to the Anglican Diocese of Toronto, as required.
- File online quarterly WSIB return.
- Prepare semi-annual HST rebate application and allocate non-recoverable portion of HST to capital and expense accounts.
- Prepare annual T3010 (Charitable Return)
- Issue T4As.
- Assist with preparation of the annual budget.
- Perform year-end reconciliations, prepare audit working papers, and respond to requests from external auditors during annual audit.
- Assist Parish Administrator with other administrative tasks.

REQUIRED COMPETENCIES:

- Attention to detail. Keeps track of and prioritizes important details so that they don't slip through the cracks.
- Calm under pressure. Demonstrates composure in stressful situations.
- Communication skills. Speak, listen, and write in a clear, confident, respectful, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Customer-focus. Anticipate, understand and respond to the needs of staff, Vestry Executive, volunteers and donors
- Team player. Ability to work both independently and as part of a team.

REQUIRED QUALIFICATIONS:

- The Church of the Holy Trinity welcomes applications from persons of diverse backgrounds and is an equal opportunity employer.
- Minimum of 1-3 years of accounting and administrative experience.
- Bookkeeping experience in a church or non-profit organization is an asset.
- Post-secondary education in bookkeeping/accounting.
- Excellent analytical, problem-solving, organizational and time management skills.
- Thorough knowledge and experience in all aspects of basic accounting practices and principles.
- Experience with Sage 50 accounting software.
- Proficient in MS Office (Excel, Word) and Google (Gmail, Docs, Sheets)
- Experience with external payroll processing. Knowledge of Payworks Payroll is an asset.

REQUIRED QUALIFICATIONS (cont.):

- Year-end audit experience is an asset.
- The successful applicant would need to complete a police background check. Please note that applicants with a criminal record are not automatically excluded from this position.

ACCOUNTABILITY:

- Supervised by Parish Administrator

WORKING CONDITIONS:

- 8 hours per week with additional hours during year-end audit
- Computer and work space provided in a shared office space
- Some work may be done remotely

COMPENSATION:

- Rate of pay is \$30 to \$35 per hour depending on experience

TO APPLY:

Interested applicants, please send an introductory letter, resume and questions to:

- Margot Linken, Parish Administrator mlinken@holytrinity.to
and
- Ian Digby, Church Warden / Trustee idigby@holytrinity.to