

FINANCE ASSISTANT/BOOKKEEPER JOB DESCRIPTION
HOLY TRINITY ANGLICAN CHURCH
140 BROOKE ST., THORNHILL, ON. L4J 1Y9

Holy Trinity Church is an Anglican parish in Thornhill since 1830. We are a vibrant, welcoming Christian community flourishing in God's love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect.

JOB TITLE: Part-time Finance Assistant / Bookkeeper

PURPOSE:

- The part-time Finance Assistant / Bookkeeper will work closely with the Parish Administrator, and Treasurer to ensure financial transactions are entered accurately in the Church's PowerChurch accounting system.

POSITION TYPE:

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

RESPONSIBILITIES:

- To work with a high degree of accuracy and limited supports
- Enter receipts (bank deposits, electronic fund transfers, automatic deposits) in PowerChurch on a weekly basis, ensuring accuracy of data.
- Enter payments (electronic fund transfers, automatic payments, cheques) into PowerChurch on a weekly basis, ensuring accuracy of data.
- Record credit card transactions in PowerChurch on a monthly basis.
- Maintain complete and accurate electronic and paper supporting documentation.
- Process monthly payroll to ensure accurate payment to employees, assist with payroll system administration, and prepare and enter payroll journal entries for PowerChurch. Submit CRA withholding taxes monthly.
- Prepare monthly adjusting journal entries with supporting documentation.
- Prepare bank reconciliations and account reconciliations for month-end close.
- Prepare monthly financial reports for distribution to the Treasurer, HTC Corporation, Advisory Board 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 T4s and T4As.

RESPONSIBILITIES (cont.):

- 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 English 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, HTC Corporation, volunteers and donors
- Team player. Ability to work both independently and as part of a team.

REQUIRED QUALIFICATIONS:

- Holy Trinity Church Thornhill 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 PowerChurch accounting software is an asset.
- Proficient in MS Office (Excel, Word)
- 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 Treasurer

WORKING CONDITIONS:

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

COMPENSATION:

- Rate of pay is \$22.50 to \$30.00 per hour depending on experience

TO APPLY:

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

- Edward Carter, Treasurer email: corporate@holytrinity-thornhill.ca
and
- Jean Bryant, Church Warden email: gjbhtwarden@gmail.com