



# Unity Baptist Church

*love God, love our neighbours, love one another  
everyday, everywhere, everyone*

We currently have an opening for our:

## **Bookkeeper**

### **Role Description:**

The Bookkeeper is responsible for the majority of the church's weekly, monthly and yearly financial tasks, working in conjunction with volunteers such as the treasurer and council.

### **Responsibilities Include:**

- Managing bank accounts and reconciling statements
- Bill payments and reimbursements
- Monthly payroll and benefits for three employees
- Filing bi-annual GST rebates
- Government Reporting such as charity tax receipts, T4s, and Registered Charity Information Return
- Monthly for council, and semi-annually for the congregation
- A full financial manual outlining the required tasks and procedures is available

### **Requirements:**

- Must understand the unique requirements for charity bookkeeping
- Ability to answer financial inquiries from staff and council in a timely manner
- Highest degree of confidentiality

**Position is a part-time, monthly contract; hours and rates negotiable.**

**Reports to: Senior Pastor and Council**

Cover letter and resume can be sent to [ben@unitybaptist.ca](mailto:ben@unitybaptist.ca)