

# First Filipino Baptist Church

---

**Job Title:**

Accountant/Bookkeeper

**Job Type:**

- Part-Time (Yearly Contract)
- 15 Hours/2-days work per week
- \$20-30/hr based on experience

**Reports to:**

Executive Committee/Treasurer

**Job Overview:**

The bookkeeper will be responsible for recording and maintaining the church's financial transactions, and accounts payable functions.

**Qualifications:**

- Diploma/degree in accounting or finance
- Experience in complete bookkeeping cycle in an accountant role preferred
- Well-versed in accounting software (QuickBooks Online is preferred)
- Working knowledge of Excel, Word is required
- Strong communication, analytical, and interpersonal skills
- Ability to work independently and/or with minimal supervision
- Strong organizational and time management skills and ability to manage deadlines
- Punctual with excellent attendance; Willingness to work flexible hours
- Dependable, reliable and have the initiative to make processes more efficient
- Must be a current member of First Filipino Baptist Church Toronto in good standing

**Duties and Responsibilities:****A. Bank Reconciliation**

1. Book Cash Receipts (Weekly Tithes & Offering Contributions) counted and entered by the Financial Secretary in the Fund per contributors
2. Book other Cash Receipts (Receipts allocated to the specific ministry, i.e. youth camp, apple/cherry picking, camp, etc.)
3. Book expenses for cash advances reimbursements from ministry leaders, including booking of cash receipts for excess funds

4. Prepare a schedule combining the weekly contributions and electronic fund transfer (EFT) contributions from members and making sure that Fund Summary report/GL ties to the total bank credits
5. Book monthly pre-authorized payments (PAP) for property insurance, employee health insurance, hydro, gas, and telephone expenses, as well bank interest and bank charges
6. Cancel Stale Cheques
7. Complete bank reconciliations (a) clear all deposits/bank credits (b) clear all cheques cashed in the bank, as well PAP expenses, bank interest and charges

**B. Payroll**

1. Prepare Source Deductions schedules (Year-to-Date) for all employees, reconciling that source deductions (CPP/EI/Taxes) both employee and employer contributions are correct. When required, do adjusting entries to correct payroll GL code posted in error
2. At Year-End, prepare T4 slips for all employees and T4A Summary form, reconciling the total source deductions payable tie to the amount paid to Canada Revenue Agency
3. At Year-End, prepare NR4 slips and NR4 Summary, for non-resident payments

**C. Monthly Financial Statements**

1. Prepare monthly Financial Statements, update Back-Up/Balance Sheet Schedules
2. Prepare monthly financial report to the Board of Directors
3. Prepare quarterly financial report to the congregation

**D. Financial Audit**

1. Prepare and compile year-end audit requirements, including but not limited to Trial Balance Account Analysis, Balance Sheet and Income Statement Schedules
2. Prepare T3010 Charity information return
3. Respond to Audit Queries

**E. HST Reconciliation**

1. Complete, reconcile and filing of HST Return

**F. Accounts Payable**

1. Process/file bi-weekly payroll cheques
2. Process/file monthly Missions and CRA remittance cheques
3. Process/file reimbursement cheques, if any
4. Check e-mail for invoices and process cheques accordingly, if any

**G. Other Duties As Assigned By Executive Committee**