

Bookkeeper

Overview of Unionville Alliance Church:

Unionville Alliance Church is a warm, vibrant, multi-ethnic, multi-generational church in Markham, Ontario that exists to lead people to know Jesus Christ and to follow him passionately. We value meaningful community, Biblical teaching, caring for those in need, prayer, and sharing God's message of hope in Markham and beyond. We are motivated by God's love to touch our world through Jesus Christ one life at a time.

The Role:

The Bookkeeper (part-time) plays a crucial role in managing the church's financial records with accuracy, integrity, and confidentiality. Key responsibilities include processing donations, payroll, payments, maintaining donor records, and preparing detailed financial reports. Competencies required are proficiency in PowerChurch and QuickBooks, meticulous attention to detail, and strong organizational skills to handle tasks like bank reconciliations, tax receipts, audits and year-end preparations. The Bookkeeper must communicate effectively with donors and staff, coordinate with auditors, and ensure compliance with CRA and Alliance guidelines, supporting the financial transparency and accountability of the church.

Critical Qualities:

- A mature follower of Jesus Christ with a vital faith and Christ-like character
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Exhibits honesty, integrity, and confidentiality coupled with personal discipline
- Strong oral and written English communication
- Organized, punctual, responsible, and reliable

Responsibilities:

Process Donations & Received Funds

- Ensure all weekly contributions are entered into PowerChurch (PC) & QuickBooks (QB)
- Coordinate, train, and oversee volunteer counters of Sunday offerings
- Prepare bank deposit slips for processed donations and other funds received
- Liaise with donors regarding giving numbers, envelopes, and on-line donation platform set-ups, or any other donor-related issues
- Perform Fund reconciliations between QB & PC - weekly, monthly, quarterly, and at year end
- Prepare weekly giving reports for the Senior Pastor and Treasurer
- Ensure all receipts are processed, including cost recovery amounts from ministry events, Summer camps registrations, rental agreements, and government grants
- Monitor rental agreements and ensure payments are up-to-date.
- Process donation tax receipts annually via email, and respond to any donor inquiries/requests, including receipt amendments according to CRA guidelines
- Maintain donors' contact information up-to-date in PC, reviewed annually for tax receipts
- Assist the Christmas Hampers of Hope Drive with the processing of corporate donations/employee matching programs, and responding to related enquiries
- Manage & coordinate December 31 cut-off date for donations per CRA guidelines

Process Payments, Payroll & Cheques

- Processing of all payables, including invoices, cheque requisitions, and reimbursements
- Process monthly, quarterly, and annual missions and ministry support payments per budget
- Print cheques, and distribute/mail cheques when necessary
- Process all Payroll-related transactions using QB payroll module, including bi-monthly payroll cheques for staff, vacations, new employees, salary/employment changes
- Liaise with benefits representatives regarding staff benefits plans
- Assist Children's ministry leader with Summer camp government grant applications for student summer workers
- Prepare Record of Employments per Service Canada when needed
- Prepare T4s / T4As and T4 / T4A Summaries annually, including Clergy Residence Deduction forms for staff
- Assist the Financial Aid Community Care Committee with payments to clients, ensuring all necessary documentation received and payments made within UAC policies & CRA guidelines

Bank Reconciliations, Month-End & Reports

- Perform monthly bank reconciliations, and monitor bank balance to ensure cashflow coverage
- Prepare monthly financial statements, including Income / Expenditure Statement, Balance Sheet, comparative reports, and any other reports for Treasurer and leadership team
- Prepare HST return / rebates application (semi-annually), and other Government required returns
- Assist leadership team in preparing the annual budget and make updates as necessary

Fiscal Year-End (FYE)

- Assist the Treasurer in preparing for the annual audit, coordinate timeline, and liaise with the auditors as needed
- Closing of FY, including auditors' adjusting entries, closing entries, documentation & filing
- Assist leadership team with reports or information for the Annual General Meeting
- Prepare T3010 Charity Annual Return annually

Other Responsibilities

- Coordinate with IT regarding QB & PC software updates/maintenance
- Occasional reports or information requested from head office (ECD or C&MA)
- Reorder cheques and manage petty cash, as needed
- Keep accurate documentation & records per C&MA and CRA guidelines
- Identify ongoing & continuous improvement opportunities to the bookkeeping/accounting process