

JOB TITLE: Bookkeeper

POSITION PURPOSE:

The Bookkeeper provides accurate, timely financial support to ensure faithful stewardship of resources at Grande Prairie Alliance Church (GPAC). This role manages day-to-day accounting, maintains precise financial records, and produces reports that promote transparency and wise leadership decisions, all in service of GPAC's vision to Make Jesus Known.

REPORTING & WORKING RELATIONSHIPS:

- **Reports to:** Operations Team Lead to the Executive Pastor and Lead Pastor
- **Works closely with:** Executive Pastor and Board Treasurer

EMPLOYMENT DETAILS & REQUIREMENTS:

- **Position status:** Part-time – 24 hrs/week
- **Eligibility:** Must be legally eligible to work in Canada.

KEY AREAS OF RESPONSIBILITY:

Financial Recordkeeping:

- Maintain accurate, current financial records, deposits, contributions, and other income.
- Track expenses and ensure complete, compliant documentation.
- Exercise diligence in verifying the authenticity of communications, transactions, and requests involving sensitive or financial information.
- Accounts Payable
 - Invoice Management: enter and code invoices accurately, applying correct taxes, and obtaining required approvals.
 - Reimbursements: review reimbursement claims for accuracy and required supporting documents.
 - Payment Processing: prepare weekly EFTs, wires, and cheque runs; recommend improvements to payment processes.
 - Reconciliations and Vendors: complete monthly credit card reconciliations, respond to vendor inquiries, and reconcile vendor accounts.
 - Organization: scan and file invoices and financial records by status (vouched, ready to pay, paid).
- Accounts Receivable
 - Transaction Recording: record weekly payments (cash, cheques, PAR, credit cards) in the accounting system.
 - Donor Stewardship: process donations and maintain CRA-compliant charitable receipting.
 - Invoicing & Statements: issue invoices, statements, and donation tax receipts as needed.
 - Reporting: prepare financial reports on receivables and income.

Payroll & Benefits:

- Prepare and process staff payroll in a timely manner.
- Maintain employee payroll records and benefits administration.
- Ensure compliance with payroll-related tax and legal requirements.

Budget & Reporting Support:

- Assist in budget preparation and monitoring in collaboration with the Executive Pastor.
- Prepare regular financial reports for staff, elders, and committees.
- Support the annual review and work with external accountants as needed.

Compliance, Reporting & Yearly Review:

- Financial Closing: perform month-end closings, balance subledger accounts (including bank reconciliations), and bring books to the trial balance stage.
- Reporting: assist in the preparation of the financial statements and variance analysis; review financial results with the Executive Pastor.
- Regulatory Compliance: Ensure all financial actions comply with federal, provincial, and local legal requirements; keep abreast of regulatory changes and advise management on necessary actions.
- Annual Review Support: prepare review working papers and support documentation; participate in consultations with auditors and external accounting firms as needed.
- Tax Documentation: arrange for the distribution of remuneration statements for income tax purposes (T4s, ROEs).
- CRA Return Filings: prepare and submit GST/PSB rebate claims, and the annual charity return.

QUALIFICATIONS:

- A committed follower of Jesus Christ who supports and reflects GPAC's mission, vision, and values.
- Excellent communication, organizational, and leadership skills.
- Alignment with The Alliance Canada's official statement of faith, social matters, and ecclesiastical matters.
- 3-5 years of professional bookkeeping experience; experience in non-profit organizations, religious organizations, or similar foundations is preferred.
- Diploma or certificate in bookkeeping, accounting, finance, or a related field preferred.
- Relevant experience may be considered in place of formal education.
- Training or certification in payroll, accounting software, and financial administration is an asset.
- Strong working knowledge of technology systems, including desktop and cloud-based accounting applications (e.g. QuickBooks, Sage 50, Clover/Square, and payroll platforms), Planning Center, Microsoft 365 (especially Excel), and AI implementation.
- Demonstrated ability to quickly learn, adapt to, and effectively use evolving technologies and systems.
- Strong understanding of non-profit or fund-based accounting, with the ability to ensure accurate restricted fund management.
- High degree of discretion and integrity, with responsibility for handling highly sensitive information, including staff salaries and member contribution records.
- Legally eligible to work in Canada.

APPLICATION PROCESS:

Please submit your resume and cover letter outlining how your experience aligns with GPAC's vision.

Email: dwayneb@gpalliance.ca

Note: *This position will remain open until filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*