



Job Title: Parish Bookkeeper
Responsibilities and General Duties: As described below
Parish Name: St Peter and St Simon the Apostle Anglican
Revision Date: September 15, 2023

Office Administration

- Support to treasurer of all major parish events (vestry, wardens' meetings, etc.);
- Booking meeting rooms as required for treasurer;
- Maintaining parish and accounting files (working with treasurer to maintain critical data bases);
- Shredding of documents as required;
- Answer queries from suppliers or diocese on financial matters about parish and provide callers with address, directions, and other information.
- NOTE: Scanning of documents as required by parish administrator not parish accountant ;

At month end:

- Complete reconciliations for:
 - Bank accounts
 - Term deposits
 - Inter-diocese transactions
 - Receivables from rent and leases
 - Prepays (including insurance)
 - Deposits made and cash received
 - Payables
 - Payroll – reconciliation
 - Accrued liabilities
 - Other liabilities – deferred revenue adjustments
 - Loans Payable
 - Other balance sheet items
 - Complete any adjusting entries required as
- a result of the reconciliations above, including amortization entries required at the end of each quarter, make appropriate adjustment entries.

Accounting

- Obtaining all deposits prepared and made by parish administrator and record same every week, or when made.
- Reviewing, obtaining authorizations, and entering expense reports in Accounting System.
- Responsible for maintaining safekeeping of all invoices received and entering payables log.
- Responsible for obtaining authorizations to pay and coding and recording all invoices in accounts payable.
- Obtaining treasurer approval for all payments
- Reconciling all bank accounts monthly.





the **Church**
of **St Peter** and
St Simon-the-Apostle

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- Send 'closed off' monthly summary reports to treasurer in time for wardens' monthly meeting.
 - Assist treasurer in preparation of annual finance statements for presentation to vestry.
 - Preparing balance sheet account reconciliations monthly and other supporting schedules for annual and quarterly audit as required.
 - Preparing HST returns and annual parish return.

Presentations

- Providing support as required to the treasurer particularly in connection with assembling, preparing and delivering presentational material;

Reporting Relationships/Structure:

- Reports to the Treasurer;

Pre-Requisites Skills, Training and/or Experience:

- Office experience in accounting, record keeping, accounting reconciliation, HST tax preparation filing, parish annual returns, combined with two years bookkeeping experience and deep functional knowledge of Quick Books
- Positive and helpful attitude
- Good working knowledge of MS Office;
- Appropriate education – Courses in Introductory Accounting and bookkeeping, Office preferred.

Compensation Package

- Salary \$ - Hourly as agreed
- One day a week in office

Expected Hours

- 9 am – 5 pm (with occasional overtime during critical periods);
- Vacation time – 2 weeks. twice a year;
- In addition, where possible, the Corporation's office closes during the week between Christmas and New Year's.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the organization.

