



Bookkeeper Job Description (2024)

Qualifications:

- Love for the Lord and a willingness to support the ministries of Victoria Christian Reformed Church (VCRC).
- Experience using basic accounting software (Sage, PowerChurch) and excel spreadsheets.
- Ability to work with other members of the ministry team and volunteers whom are involved in various areas of VCRC ministries.
- Ability to organize work and work independently.

Purpose:

The bookkeeper will assist the church in accounts payable, financial recordkeeping, “giving” database entry and balancing, and financial reporting. This position reports to the Administration Committee Chair & Personnel Committee Chair and works with the Treasurer. (approx. 10-14 hours per month – more during yearend, etc.) or (average of 10-14 hours per month)

Duties and Responsibilities:

1. Process accounts payable including bills due, reimbursements, special requests, Ministers Pension, Ministry Shares, Second Offering Causes, Benevolence and payroll.
2. Responsible for the disbursing of monies on behalf of VCRC.
3. Issue and sign cheques on behalf of VCRC – jointly with Treasurer or Council Chair.
4. Maintain payroll records and accounts payable records.
5. Provide accurate income and expense reporting.
6. Process and balance individual giving through database and provide yearend tax receipts. Work jointly with Counting Committee Chair to ensure accurate records kept.
7. Prepare monthly closing and financial reporting.
8. Deposit additional funds from time to time.
9. Responsible for financial filing and record retention.
10. Prepare bank account reconciliations
11. Prepare necessary reports and annual reports. Assist Treasurer on preparing annual budget.

12. Prepare monthly reports of expenditures for each ministry coordinator, as requested.
13. Prepare annual financial statement, GST returns and Charity Information Return.
14. Other duties as assigned by Treasurer, Administrator, Council or Membership.
15. Assist auditor when audit has been requested. (every 3 years – starting with 2016 year end).

Bookkeeper Procedures

- Pick up mail from church
- Enter journal entries for deposits made by Counting Committee
- Prepare cheques for signing and enter into Sage
- CAFT (pre-authorized payments) are set up for the 15th and 30th. Update Excel spreadsheet if any changes have been requested. Print one sheet to attach to bank reconciliation and one sheet to be entered in PowerChurch for tax receipts. Payments can be released a few business days prior to on the Coast Capital/CAFT website.
- Process payroll for staff members (15th and 30th/31st). This includes maintaining payroll spreadsheet, issuing cheques, CRA source deduction remittances, annual Worksafe Report filing, T4 filing and T1223 Clergy Residence Deduction form preparation.
- Update CGI (extended health & life insurance) of new annual salary when approved for life insurance purposes, when applicable.
- Enter sheets received from the counting committee into PowerChurch for year end tax receipts.
- Bank reconciliation statements – Sage and Bank Books
- Balance designated accounts
- Prepare monthly deposit reconciliation
- Transfer funds from General Account to Designated Account and disburse funds
- Remit to Classis BCNW – Classical & Denominational Shares (whenever funds available).
- Remit Diaconate shares
- Print tax receipts from PowerChurch to be signed by Treasurer. Miscellaneous receipts can be printed from tax receipt word document and then also signed (keep copies). Receipts can be put in security envelope and placed in individual mailslots or mailed out.