

SBC Bookkeeper/Accountant

RESPONSIBILITIES:

Come work for Saanich Baptist! The accountant is responsible for the following:

- Maintenance of all financial records.
- Ensuring overall accuracy and integrity of financial receipting, recording and reporting.
- Ensuring timely reporting to church leadership.
- Liaising with Envelope Secretary, Tellers, and Financial Team.
- Researching and recommending government funding, subsidy and grant opportunities.
- Liaising with the bank, associations, accountants, CRA and other provincial and federal departments related to charitable organizations.

Specific duties include:

WEEKLY:

- Ensure cash and cheques are deposited in a timely manner
- Post deposits (Canada helps, government grants, accountant financial statements)
- Review, approve, code, and post all invoices
- Pay bills - via cheque, on-line, e-transfers, etc.
- Manage cash flow
- Manage transfers “to/from” funds and segregated bank account.
- Bi-weekly payroll - ensure cheques are issued on time, benefit calculations accurate, non-resident rules applied

MONTHLY (copies produced as needed):

- Reconcile interfund accounts
- Send out and receive staff Visa reconciliations once a month
- Month end bank reconciliations (due the 15th of the following month)
- Month end payroll journal entries
- Month end prepaid expense journal entries
- Month end capital assets journal entry
- Month end financial statements and ministry expense reports each month (12 a year) for Saanich Baptist Church and year-end financial statements
- Liaise with accounting firm for year-end review.
- Month end financial statements for Mission San Quintin Dream Center every 2 months (6 a year).

QUARTERLY

- MSQ Financial Statements – prepared for US dollar funds for International Christian Mission Services (ICMS)

ANNUALLY:

- Prepare year end working paper file for accountants – Review
- Complete year end in QuickBooks (accounting software) by end of September
- Assist in preparing annual budget
- Enter new budget in QuickBooks by end of September
- Assist in preparation of reports and presentations at AGM
- Prepare and file T4s, T5s, T3010 (charitable Tax return) by recommended deadlines
- In the absence of an Envelope Secretary issue the tax receipts for charitable donations by end of February (Gifts in Kind need to be done by accountant)
- Calculate and prepare T1223 applications for staff (Clergy Housing Allowance)
- Prepare and submit GST to CRA (as required)
- Prepare and file BC Society Annual Report

PERIODIC RESPONSIBILITIES:

- Act as signing authority for cheques & banking as required
- WCB reconciliation, report, and payment
- Prepare bond interest payments and letters (semi-annually)
- Deliver teller and Envelope Secretary training as needed
- Liaise with envelope secretary as needed
- Deliver training to financial officers assigned to MSQ and/or VDC
- Liaise with financial officers, Treasurer and Administrator
- Ensure designated special projects and donations and both campuses adhere to all government rules and regulations relation to charitable organizations, receipting, etc.
- Ensures funds are allocated and disbursed correctly to/from Special Projects
- Awareness and adherence to international banking and finance rules, regulations and exchange rates for USD, MXN, CAD