

**WEB DESCRIPTOR:** The Bookkeeper/Administrative Support will provide efficient and effective financial accounting functions and administrative support for the Bay of Quinte Conference Office on a part-time term basis (17.5 hrs/wk) for a 1 year term to December 31, 2018.

- Job Number: 17-23
- Opening Date: October 12, 2017
- Closing Date: October 30, 2017
- Shortlisting/Interviewing: November 1 – 10, 2017
- Anticipated start date: December 1, 2017

## **JOBS**

### **Bookkeeper/Admin Support - Part-time (14 hrs/wk) term**

The Bay of Quinte Conference of The United Church of Canada is seeking an individual to fill the role of Bookkeeper/Administrative Support for the Conference Office located at 25 Holloway Street in Belleville on a part-time term basis (14 hrs/wk) for a 1 year term to December 31, 2018.

The Bookkeeper/Administrative Support will provide bookkeeping/financial accounting support for the Conference Office as well as providing administrative support.

In the bookkeeper role, they will follow generally accepted accounting practices to maintain accurate financial records in preparation for financial reports to the Conference Executive and various committees. They will ensure that all ledgers (journal entries, requisitions, banking, invoicing, cash flow, etc.) are maintained, and will review and process all expenditures and financial transactions to ensure compliance with appropriate church policies and generally accepted financial practices. They will prepare materials for various finance meetings, and prepare monthly financial reports, bank and investment reconciliations, for the Chair of Finance, Executive Secretary, committees, and others. This role is responsible for preparing year end reports for the Auditor to ensure a clean audit. They will prepare and submit all required reports to the Canada Revenue Agency, the annual T3010A Charity return and T4A (Bursary Fund). This role also maintains a petty cash, and is the signing officer in consultation with the Executive Secretary.

In the administrative support role, they will process, track and be responsible for registration for Annual Meetings, workshops, and other events, and make travel arrangements. They will assist with secretarial duties, including reception, as required.

## **QUALIFICATIONS**

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Post-secondary Accounting education together with 3-5 years of working experience in the financial field;
- Highly developed verbal and written communication skills with excellent attention to detail, including proofreading skills;
- Strong planning and organizational skills to meet deadlines and complete multiple tasks/assignments on time with minimal supervision, together with flexibility to switch easily from one task to another as needed, is required;
- High level of competence with Microsoft Office products (Outlook, Word, Excel, PowerPoint), data base administration, desktop publishing, website design and internet applications;

- Proficiency in using computer bookkeeping/accounting software, specifically Simply Accounting and Excel;
- An in-depth understanding of network operations and computer hardware/software issues;
- Must be able to work independently as well as in a team environment;
- Knowledge of the structure of the United Church would be considered an asset.

### **COMPENSATION**

This is considered a Category 3 position with a 2017 pro-rated salary range of \$19,800 – \$25,080. Pension and group benefit plans coverage and annual vacation round out the compensation package.

This position functions from the Bay of Quinte Conference office under normal office working conditions.

### **HOW TO APPLY**

Interested applicants are invited to submit their resume, quoting the job number 17-23 to:

D. Collier

Human Resources

E-mail: [apps6@united-church.ca](mailto:apps6@united-church.ca)