

**TITLE:** Accounting Staff

**REPORTS DIRECTLY TO:** Director of Finance

**TYPE OF POSITION:** Full-time permanent

**HOURS PER WEEK:** 40 hours/week

**OFFICE HOURS:** Monday to Friday, 9:00 a.m. to 5:00 p.m.

*Attendance and/or participation in some church-wide events are expected of staff. These events may take place outside of regular office hours.*

**COMPENSATION:** To be discussed in an interview. This position has a 90-day probationary period.

**VACATION:** 3 weeks (15 working days)

## **JOB DESCRIPTION:**

This role is for accounting services, working in collaboration with the Director of Finance in support of the pastoral team and ministry leaders of Westside Church. The primary focus of this role is to perform full cycle accounts payable, accounts receivable, and to provide administrative assistance to the Director of Finance. You have a heart for Jesus and have a calling to know Jesus and make His name known in this great City.

Responsibilities include, but are not limited to, the following tasks:

1. Day-to-day bookkeeping
2. Accounts payable responsibilities, including review of receipt submission and purchase requisition forms
3. Accounts receivable responsibilities, including creating invoice for the building rental
4. General office functions: document creation, filing, email, and phone correspondence
5. Provide support to the Director of Finance for month-end financial reporting, year-end review engagement, and year-end budgeting process.

## **QUALIFICATIONS & SKILLS**

- financial bookkeeping experience: journal entries, remitting vendor payments, creating invoices, reconciling accounts, and keeping track of budgets.
- Excellent MS Excel and Simply Accounting skills.
- Excellent time management, task prioritization, and execution
- Strong communication skills, both verbal and written.

- Strong attention to detail and capacity for numbers.
- Office management and/or project management skills are an asset

## **ACCOUNTABILITY / EVALUATION AND ASSESSMENT**

Each staff member will be given feedback by the Associate Minister at least semi-annually. The Lead Pastor may or may not be in attendance. The areas of review will include: performance related to job description, growth areas, action plans, training/development needs, and opportunities.

## **HOW TO APPLY:**

Please email [workwithus@wchurch.ca](mailto:workwithus@wchurch.ca) and make sure to include the following to apply for this position:

1. The position title (Accounting Associate) as the email subject
2. Your resumé attached
3. A cover letter briefly describing your interest in this position attached
4. At least two contactable character references (this can be included in your resumé)

**Applicants that do not include all four items listed above will not be considered**, so please make sure to go over all the details before you submit!

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.