



## **Job Description – Bookkeeper for a Non-Profit**

### Duties and Responsibilities

#### *Bookkeeping*

- Prepare Accounts Payable files and process cheques for signing and distribution
- Record tithing, invoices and other accounts receivable payments and revenues
- Ensure offering is secured on Sunday mornings
- Reconciles all bank accounts
- Make bank deposits
- Track individual events and projects and create reports as requested
- Data entry, post journal entries, issue tax donation receipts
- Communicate with vendors and donors as required
- Assist in preparation of annual budget
- Review and check expenses
- Provide all year end documents to accountant

#### *Payroll*

- Prepare bi-weekly payroll files and submit to contracted payroll processor
- Administer extended benefits program
- Communicate time sheets, wage changes, vacation, and benefits with accountant
- Monitor remittances to Receiver-General
- Arrange payroll registration of new hires and Record of Employment for departing staff

#### *Reporting*

- Prepare and process weekly offering & semi-monthly income/expense reports
- Provide expenditure/balances of their budget to staff & coordinators as requested
- GST biannual filing
- Verify that Secretary of the Board of Directors filed the annual Society Report
- Verify that City of Penticton Tax Exemption documents are filed

### Knowledge, Skills and Abilities

- Strong computer skills, including Simply Accounting, Excel, Word, and Email.

### Qualifications

- Prefer 3 years recent related experience in a not-for-profit organization in Canada

### Conditions of Employment

- This is a part-time position; approx. 8-10 hour per week with seasonal increases as needed.
- Responsible to the Board of Directors
- Direct supervision by the Lead Pastor and appointed accountant.

### Applications

Please email resume and introduction to Mike Fornwald, Lead Pastor:

[mike@pentictonvineyard.com](mailto:mike@pentictonvineyard.com).