

## **Willowlake Baptist Church**

### **CHURCH BOOKKEEPER JOB DESCRIPTION**

Job Description - September 2018

#### **Position Overview**

The primary purpose of this role is to assist in managing our accounting and finance requirements. The Bookkeeper will report to the Lead Pastor.

This posting is for a part time, approximately 5-7 hours per week position.

#### **Education and Experience**

Prior bookkeeping experience with a church or not-for-profit organization is desirable. Prior knowledge and experience with Quickbooks and Telepay are an asset

#### **Duties and Responsibilities**

- Responsible for payroll, paying bills, and sending remittances to CRA.
- Complete data entry of financials using Quickbooks and import Telpay files.
- Prepare financial statements for monthly council meetings, AGM and other meetings as necessary.

To apply, please send resume to [mlortie@willowlake.ca](mailto:mlortie@willowlake.ca). Applications will be accepted until September 17<sup>th</sup> or until a suitable candidate is found.