

Position Description

Position Title: Full-cycle Bookkeeper
Department: Finance and Administration
Reports to: VP of Finance
Date Last Modified: October 2021

Position Purpose

This full-time, full-cycle bookkeeping position reports to the Vice-President, Finance, and is responsible for ensuring that all organizational expenses, income, and transactions are recorded on the organization's books, reconciling the organization's financial accounts, and assisting the VP Finance with financial statement preparation and financial reporting

Core Responsibilities:

- Processing accounts payable
- Processing monthly Field Distributions
- Managing bank and general ledger reconciliations
- Payroll processing
- Preparing journal entries
- Performing month-end closings

Detailed Responsibilities:

Accounts Payable Processing and Payments:

- Receives vendor invoices by mail, or electronically for weekly AP processing;
- Compiles vendor invoices for authorization and sign off by VP Finance, prior to processing invoice.
- Ensures appropriate authorization of vendor invoices, expense reports and payments
- Ensures appropriate authorization and processing of (internal staff) expense reports and payments
- Pays vendors by monitoring discount opportunities; scheduling and preparing cheques/EFT; resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Receiving, tracking and verifying expense reports and requests for advances; preparing cheques.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Orderly filing of vendor payments and receipts
- Prepare cheque or other payment runs, obtain appropriate approvals and arrange mail, courier or other form of payment transmission
- Maintains accounting ledgers by verifying and preparing journal entries.
- Disburses petty cash by recording entry; verifying documentation

- Reconcile and replenish petty cash
- Record taxes by calculating requirements on paid invoices.
- Prepare annual A/P reconciliation for auditors
- Assist the VP Finance in ensuring that all legal and regulatory documents are filed on a timely basis (HST, EHT etc.).
- Assist the VP, Finance to monitor compliance with laws and regulations

Credit Card Administration

- Download and distribute monthly credit card statements to users for reconciliation, supporting documentation and supervisory authorizations.
- Track down and receive reconciled and supported credit card statements
- Verify accuracy and completeness of transactions
- Ensure general ledger and budgetary account coding for all credit card transactions
- Credit card administration, issuing monthly statements to users, collecting receipts, coding related
- Reconciliation of compiled credit card statement balance to pre-authorized bank withdrawals and adequately resolve all discrepancies.
- Preparation of monthly credit card journal entries
- Orderly filing of credit card payments and receipts

Field Distributions

- Collaborates with International Operations (IOPs) around monthly Field Distributions and other ad hoc distributions as required.
- Verify accuracy and completeness of Field Distribution reports from IOPs
- Ensure appropriate general ledger and budgetary account coding for all Field Distribution transactions
- Liaise with VP Finance to ensure appropriate cash position to process Field Distributions.
- Liaise with VP Finance to obtain appropriate foreign exchange to process Field Distributions.
- Process standard Field Distributions using AFEX payment platform
- Process non-standard Field Distributions through Western Union and other payment agencies.
- Reconciliation of Field Distributions to AFEX reports for completeness and accuracy
- Preparation of monthly and ad hoc Field Distribution journal entries
- Orderly electronic filing of all Field Distributions and acknowledgements.
- Prepare and send payment advices and letter of direction to beneficiaries.
- Prepare annual Field Distribution reconciliation report for auditors

Payroll Processing and Administration

- Process and submit bimonthly payroll, deductions and remittances on ADP Payworks system on a timely basis and ensure all data files are accurate and complete for transmission.
- Create and run reports from payroll and time and attendance systems.
- Prepare timely payroll journal entries into the accounting system.
- Prepare reconciliations for payroll accounts. Reconciles processed work by verifying entries and comparing system reports to balances.
- Prepare T4's, ROE's and various payroll reports as requested.
- Verify/validate ADP calendar year end T4 and T4 Summaries for accuracy and completeness.
- Prepare year-end taxable benefit calculations for submission to ADP.
- Prepare monthly Sun Life benefits journal entry
- Track monthly pension plan deductions and prepare journal entry
- Prepare monthly CCCC pension reporting
- Monitor requirement for and pay EHT balance as required
- Ensure HR and Personnel records are up to date, confidential and organized.
- Prepare monthly payroll reconciliations for internal management and annual payroll reconciliation for auditors, and appropriately resolving all payroll related discrepancies.

Bank Reconciliations

- Complete monthly reconciliation of BMO Canadian and US dollar accounts, to ensure that transaction details in the accounting system matches transaction details on the bank account statements, credit card statements, and other financial account statements.
- Appropriately resolving all reconciliation issues and preparation of resulting journal entries.
- Complete monthly reconciliation of AFEX Canadian and US dollar accounts, to ensure that transaction details in the accounting system matches transaction details on the AFEX account statement, and preparation of associated journal entries.
- Complete monthly Petty Cash reconciliation and preparation of associated journal entries

Fixed Assets Administration

- Create and monitor a system of controls, procedures, and forms for capturing/recording and maintaining fixed assets.
- Recommend to management any updates to accounting policies related to fixed assets.
- Assign tag numbers to fixed assets.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculate and record quarterly depreciation for all fixed assets.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic impairment reviews for intangible assets.

- Conduct periodic physical counts of fixed assets.
- Recommend to management whether fixed assets should be disposed of.
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.

Financial Reporting

- Prepare monthly and annual trial balances
- Prepare annual audit schedules and working papers
- Assist the VP, Finance with monthly financial reporting by downloading, formatting and transferring information from the financial accounting system to Excel for analysis and reporting.

Financial Reporting

- Complete alternate weekly bank deposits using BMO Deposit Edge
- Scanning all cheque receipts to electronic storage medium

Skills, Experience, Knowledge

- A heart for Global Missions and a desire to see our world changed through the person of Jesus
- Professional Integrity, Confidentiality and a high commitment to accountability.
- Bachelor's degree or diploma in Business Administration, Accounting, Finance or related field.
- Knowledge of generally accepted accounting principles (GAAP)
- Experience in a GAAP environment preferred
- 5-6 years demonstrated experience using accounting software
- 5-6 years full-cycle accounting/bookkeeping experience
- Demonstrated experience, knowledge, understanding and application of accounting concepts and principles, including accounts payable and financial administration.
- Working knowledge of payroll software programs
- Superior knowledge and experience of Excel
- Superior analytical knowledge and skills
- Excellent follow-up and tracking skills
- Excellent verbal and written communication, attention to detail.
- Strong interpersonal and conflict resolution skills.
- Self-starter with ability to work alone and in collaboration with senior leaders.
- Ability and experience in working in a deadline focused, multi-project environment.

NOTE: This role will be a hybrid between a home office and our Brampton office, with at least three days required physically onsite at the office. During Covid19 restrictions there would be limited in-office expectations (only essential duties related to mail, accounts payable and office management).

Our Culture:

We partner with local leaders in challenging places to build the church and transform communities in the name of Jesus.

Our Unique Drivers are:

- Local Leaders (indigenous to their region of the world),
- Risk-taking (bringing the gospel of Jesus to the most challenging places) and
- Holistic Approach (integration of word (gospel) and deed (relief and development)).

Our Statement of Faith can be found here (WEA Statement of Faith):

<https://worldea.org/en/who-we-are/statement-of-faith/>

We are a Christian mission in the evangelical tradition with a focus on gospel proclamation and integral mission. All of our staff members are encouraged to sign a lifestyle and code of conduct statement, and to be donors of our mission.

Our staff gathers weekly for a one hour “chapel” event during which we pray together, study the Bible and learn about and are inspired about our mission. This event includes interaction with our international partners, donors and the Canadian Church. We live out our faith in Jesus through our work, our relationships and our passion to see our world transformed in the name of Jesus.

Because we are a donor-facing ministry there are professional expectations for all staff regarding dress, language and social media usage.

We are a cross-cultural, global mission that interacts with people of many different backgrounds, languages and cultures. “Cultural Intelligence” is nurtured and expected alongside emotional and intellectual intelligence amongst our staff members.

Our Values:

- **Jesus Changes Lives**
- **We are on Mission with God**
- **Every Person has Dignity and Worth**
- **Partnering is God’s ideal**
- **Bold Leaders Make a Difference**
- **Integrity Matters**
- **We are to Bring Our Best**

Please take the time to include a cover letter in your application and tell us what appeals to you personally about our culture and mission!