

**PART-TIME BOOKEEPER/FINANCE ASSISTANT JOB DESCRIPTION**  
**September 2024**  
**CHURCH OF THE HOLY TRINITY, 10 TRINITY SQUARE, TORONTO, M5G1B1**

The Church of the Holy Trinity is an Anglican parish in downtown Toronto with a history of social justice work and advocacy since 1847. We are a community of people who express Christian faith through lives of integrity, justice, and compassion. We foster lay leadership, include the doubter and marginalized, and challenge oppression wherever it may be found.

**JOB TITLE: Part-time Bookkeeper/Finance Assistant**

**PURPOSE:** The part-time Bookkeeper/Finance Assistant will work closely with the Parish Administrator and the Treasurer to ensure financial transactions are entered accurately in the Church's Sage 50 accounting system and the semi-monthly payroll is processed accurately in the ADP payroll system. They will be supervised by the Priest-in-Charge.

**POSITION TYPE:**

- Part-time hybrid position with both office and remote work
- 8 hours per week with additional hours during the year-end audit

**RESPONSIBILITIES:**

- Enter receipts (bank deposits, electronic fund transfers, automatic deposits) in Sage 50 on a weekly basis, ensuring accuracy of data.
- Enter payments (electronic fund transfers, automatic payments, cheques) in Sage 50 on a weekly basis, ensuring accuracy of data.
- Record credit card transactions in Sage 50 on a monthly basis.
- Maintain complete and accurate electronic and paper supporting documentation.
- Process semi-monthly payroll in ADP to ensure accurate payment to employees, assist with payroll system administration, and prepare payroll journal entries for Sage 50.
- Prepare monthly adjusting journal entries with supporting documentation.
- Maintain and reconcile petty cash
- Prepare bank deposits, ensure accurate Sage 50 coding and take deposits to the bank.
- Enter donations in CiviCRM, our in-house donation system and reconcile to Sage 50 on a monthly basis.

- Prepare bank reconciliations and other account reconciliations that are part of the month-end close.
- Prepare monthly financial reports for distribution to the Parish Administrator, the Treasurer, Vestry Executive and various program staff and Church committees.
- Prepare reports to the Anglican Diocese of Toronto, as required.
- File online quarterly WSIB return.
- Prepare semi-annual HST rebate application and allocate non-recoverable portion of HST to capital and expense accounts.
- Assist with preparation of the annual budget.
- Perform year-end reconciliations, prepare audit working papers, and respond to requests from external auditors during annual audit.
- Assist Parish Administrator with other administrative tasks.

#### **REQUIRED COMPETENCIES:**

- Attention to detail. Keeps track of and prioritizes important details so that they don't slip through the cracks.
- Calm under pressure. Demonstrates composure in stressful situations.
- Communication skills. Speak, listen, and write in a clear, confident, respectful, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Customer-focus. Anticipate, understand and respond to the needs of staff, Vestry Executive, volunteers and donors
- Team player. Ability to work both independently and as part of a team.

#### **REQUIRED QUALIFICATIONS:**

- Minimum of one to three years of accounting and administrative experience, preferably in a church or non-profit organisation.
- Post-secondary education in bookkeeping/accounting.
- Excellent analytical and problem solving skills.
- Excellent organizational and time management skills.
- Thorough knowledge and experience in all aspects of basic accounting practices and principles.
- Experience with Sage 50 accounting software.
- Proficient in MS Office applications with intermediate MS Excel skills.
- Experience with external payroll processing. Knowledge of ADP Payroll is an asset.
- Year-end audit experience is an asset.

**ACCOUNTABILITY:**

- Supervised by Priest-in-Charge

**WORKING CONDITIONS:**

- 8 hours per week with additional hours during year-end audit
- Computer and work space provided in a shared office space
- Some work may be done remotely
- Our buildings are used by a variety of individuals and organizations
- Our staff are compassionate, flexible and able to respond to a variety of circumstances

**COMPENSATION**

- Rate of pay is \$30 to \$35 per hour depending on experience