



## The United Church of Canada Position Description

<b>Position Title:</b> Senior Bookkeeper	<b>Evaluation Category:</b> 5
<b>Reports to Position:</b> Accounting Manager	<b>Direct Reports:</b> none
<b>Unit/Regional Council:</b> Finance	<b>Date Last Reviewed:</b> July 2024

### Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

Within the United Church the General Council Office supports the mission and ministry of the communities of faith and regional councils. It is the denominational expression of The United Church of Canada, working ecumenically and in global partnership.

The Finance Unit ensures efficient and effective financial accounting, reporting, and management functions for the General Council Office and the Pension Plan of The United Church of Canada, including the broad areas of revenue, expenditures, assets, liabilities, financial reserves, budgeting, financial reporting, investments and risk management. The unit also has responsibility for the information technology needs of the General Council and Regional Council offices.

### Position Purpose

The Bookkeeper, as a key resource to the Finance Unit, will be responsible for maintaining accurate financial records, managing various bookkeeping tasks and ensuring compliance with financial regulations. The ideal candidate will be detail-oriented, proficient in bookkeeping software, and have a strong understanding of non-profit financial practices.

### Primary Areas of Responsibility

#### 1. Bank Reconciliation:

- Complete complex, high-volume bank reconciliations promptly for multiple accounts to ensure accuracy and consistency between bank statements and financial records;
- Manage credit card and direct deposit cash receipt reconciliations;
- Identify, investigate, and resolve any discrepancies or variances between the bank statements and the general ledger;
- Ensure all bank transactions (deposits, withdrawals, fund transfers, fees, etc.) are accurately recorded in the accounting system;
- Reconcile suspense accounts ensuring all transactions are accounted for and properly classified;
- Prepare a monthly list of outstanding cheques that more than 30 days old, ensuring proper follow-up and resolution.

#### 2. General Ledger:

- Administer full-cycle bookkeeping for UCC and its related entities;
- Perform the month-end and quarter-end close process;

- Maintain, monitor and reconcile GL accounts including cash, bank reconciliations, prepaid expenses, accounts receivable, accounts payable, accrued liabilities and intercompany accounts;
- Identify issues and errors, investigate discrepancies and discuss with supervisor or engagement colleague to develop resolutions;
- Post bi-weekly payroll for UCC and KAIROS to accurately reflect payroll expenses in the financial records;
- Post semi-monthly benefit payments to accurately reflect payments received in the financial records;
- Check and post donations and update grant database with designated gifts to other charities/partners;
- Prepare and post loan repayment entries to track and manage loan receivable schedules in the financial records;
- Work with Financial Reporting and Budgeting team to prepare year-end financial statements and internal reporting;
- Assist with interim and year end audits, prepare working papers and liaise with external auditors.

### **3. Government Remittance and Statutory Filing:**

- Prepare annual CRA T-slips and returns such as T4A's, T3's, T5's and relevant forms;
- Prepare and file monthly GST/HST returns and post GST/HST journal entries to ensure compliance with tax regulations and accurate financial reporting; and
- Prepare schedules and working papers to assist with the annual T3010 returns.

### **4. Other Responsibilities:**

- Provide support and back-up for other staff in Financial Services during peak periods and staff absence situations, in order to provide uninterrupted service;
- Support the Accounting Manager and other team members as required;
- Provide support and training to team members to promote best practices in record keeping.;
- Build relationships and effectively communicate with stakeholders, cross-functionally and within the organization;
- Support key initiatives including enhancing business processes and the optimization of accounting period closing processes.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

## **Position Qualifications**

### **Education**

- Post-secondary education in Accounting, Business or Equivalent.
- CPB (Certified Professional Bookkeeper) designation is an asset.

### **Experience**

- A minimum of 5 years of experience in full-cycle bookkeeping is required.

### **Skills and Abilities**

- Proficiency in Microsoft Dynamics Business Central or similar accounting system;

- Advanced knowledge of Excel, especially with v-lookups, pivot tables, and other data functions;
- Professional written and verbal communication skills;
- Solid planning, organizational, attention to detail, problem solving and time management skills;
- Knowledge of and experience with accounts receivable, accounts payable and general accounting practices and procedures;
- Able to work collaboratively, both as team player and task leader, to produce high quality work, while managing time appropriately and completing tasks from start to finish; and
- Positive customer relations attitude and a willingness to apply skills and business acumen to matters raised by internal and external stakeholders;

### **Personal Characteristics**

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity.

### **Working Conditions**

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the General Council Office, currently located at 3250 Bloor Street West in Toronto, ON. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using assistive software or devices, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional additional hours may be required.

The United Church of Canada is an equal-opportunity employer and is committed to providing reasonable accommodations to qualified applicants, including those with disabilities. If you are contacted regarding a job opportunity, please advise us of your accommodation needs at that time.