

Job Posting:

Bookkeeper / Office Administrator

Half-time / Part-time - 20 hours per week

White Rock Baptist Church is looking for a dynamic individual to join our church community as our bookkeeper / office administrator. We are situated on the border of White Rock and South Surrey where we serve our congregation and seek to impact our greater community.

The individual we're looking for will be keen to join our community, working from our church office to support the ministry of the church.

Position Structure Reports to: Senior Pastor and Treasurer

Works closely with: Staff members, ministry team leaders, and office volunteers

Compensation: \$25 - \$30/hr depending on experience

Benefits: yes

Key Areas of Responsibility

The Bookkeeper / Administrator provides timely, efficient, and accurate bookkeeping services for church staff and ministry teams; manages accounts payable, general ledger, payroll, and financial

databases; and prepares other reports (e.g., attendance, financial) as required by the denomination. They also provide key administrative support to the staff and church for the successful continuation of church ministry.

Primary Tasks within Key Responsibility Areas

Process the accounts payable

Manage HR functions including payroll, workflow, vacations, and time off

Use Quickbooks to manage operational accounts, records, and church financial databases

Coordinate with volunteers who assist with finance, including money counters, data input volunteers, and ministry teams for generosity, stewardship, and investments

Generate relevant CRA and BC Society Act documentation and information as needed.

Work with Senior Pastor, Treasurer, and Board to draw up annual budgets

Provide administrative support to pastoral staff and church office in the execution of the church vision and mission

Assist in administration and documentation of ministry activities

Develop administrative volunteers to assist in the varied nature of church ministry

Maintain confidentiality

Document, track, and prepare spreadsheets and reports about church finances—including income and expenses, restricted fund balances, contributions and pledges, budgets and forecasting— on a regular basis for staff members and ministry team leaders

Document and prepare reports for conference/district breakthrough goals requirements including weekly giving, attendance, and members' involvement in service and discipleship

As needed, in conjunction with staff and volunteers, approve payments for external vendors related to maintenance and repair of the building, grounds, mechanical, security, and IT systems.

Document and prepare reports for capital campaign-related issues, including contributions, data analysis for consulting team, and financial reports for lender

Manage equipment leases and contracts

Address other financial issues including analyzing major purchases, encouraging planned giving, dealing with investments and other regulatory issues for nonprofits

Qualifications and Skills

Knowledge

College diploma, undergraduate degree or equivalent work-related experience with a minimum of five years' experience working in an office environment.

Experience in nonprofit organizations / societies will be beneficial

Skills

Proficiency in IT skills (such as MS Office applications, MailChimp, various social media) and use of general office equipment
Proficiency with Quickbooks
Excellent command of English composition and punctuation
Excellent interpersonal and communication (verbal and written) skills
Strong organizational skills.

Personal Attributes

Ability to maintain strict confidentiality and professional integrity in performing duties.
A welcoming presence, friendly and cordial – this position is often the first point of contact with the church for visitors
A team-player
Ability to contribute toward positive working relationships with others
Professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability
Adaptability and willingness to be flexible in work schedule and location
Good discernment, common sense and wise judgment
Attention to detail
Sense of humour.

Please email your cover letter and resume to office@whiterockbaptist.ca
Not everyone will get a reply.

Trevor Kuntz

Reception

White Rock Baptist Church

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[www.whiterockbaptist.ca]whiterockbaptist.ca