
Accountant Full Time Staff Position

Job Overview

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| REPORTS TO: | Operations Director |
| PARTNERS WITH: | Treasurer, Finance Committee, All Ministry Departments and Staff, Congregation Donors, Auditors |

POSITION SUMMARY

The accountant leads the day-to-day accounting duties for Foothills Alliance Church and their associated churches Glacier Ridge Church and Horizon Church, focusing on the bookkeeping, immediate accounting issues and financial management. The accountant is a key player for the churches' financial health and achieving the strategic plans by actively working with the Operations Director, Treasurer, Executive Pastor, ministry leaders and staff, and providing accurate and timely financial recording and management reporting, analysis and recommendations. The accountant has an excellent understanding of non-profit accounting standards and CRA's requirements, while collaborating and communicating effectively with all levels of the churches.

CORE RESPONSIBILITIES

General Accounting & Payroll (70%)

- Carry primary responsibility for day-to-day financial and accounting operations, including but not limited to income, accounts payable, accounts receivable, cash management, fixed assets, payroll, general ledger, month-end close, and year-end close
- Pull the weekly data of incoming funds (donation, sales, facility rentals, etc.) and bank activities combined with managing the timely, accurate and complete records of revenue in QuickBooks
- Oversee the entire accounts payable process, by reviewing the appropriate documentation and payment approval, verifying the expense and budget codes, reporting any budget or expense issue, preparing cheques or online payment, and sending out the remittance notice
- Work closely with the Facility Coordinator for the high quality of the accounts receivable processing and reconciliation
- Maintain payroll-related accounts, advise to payroll staff concerning the accounting treatment of complex transactions, employer paid benefits and matching pension plans, and review payrolls for the purpose of complying with church internal policies as well as federal and provincial regulations
- Perform routine GL account reconciliations as part of monthly closing procedures for all ministries and budget lines
- Review and adjust the inter-church transactions as part of year-end closing procedure

- Monitor Deferred Revenue account for each restricted fund and reconcile the account activities
- Coordinate the year-end audit or review project
- Prepare ad hoc reports

Financial Management (Internal Control) & Compliance (CRA & Gov. of Alberta) (15%)

- Assist with implementing a robust financial internal control system, including comprehensive restricted funds accounting and reporting
- Ensure the financial data and cash flow are accurate and able to support operational decision
- Evaluate adequacy of accounting systems to deliver transactions and reporting efficiently, and report to Operations Director and Executive Pastor any ineffective or failed controls
- Produce weekly, monthly, quarterly, and annual financial reports to meet internal reporting requests
- Prepare T4, T4A, T4A-NR, T5007, and GST Rebate form
- Compile T3010 reporting package to comply with appropriate CRA's regulations for non-profit organizations

Communication (15%)

- Promptly respond to financial related inquiries from various stakeholders

KEY CHARACTER TRAITS:

- A growing, authentic and contemplative relationship with Jesus
- A personal orientation towards service, action and impact
- A patient and willing attitude to help educate ministry staff
- Self-motivated and able to work unsupervised
- A healthy balance between work, family and personal wellness

REQUIREMENTS:

- Bachelor's degree with emphasis in accounting is preferred
- Minimum 2 years of experience in public accounting firms with the concentration of non-profit industry, working as a financial auditor or internal auditor, **or**
- Minimum of 4 years of experience in non-profit organization(s), working as a senior accountant
- Possess an active CPA license
- Solid knowledge of GAAP, Fund Accounting, and Non-Profit Financial Reporting
- Excellent numeracy skills with an ability to spot inaccuracies
- Advanced skills of using computer system, especially MS Excel and QuickBooks Premier NonProfit (edition)
- Highly organized, detail oriented, strong ability to handle multiple tasks simultaneously, and always meet deadlines
- Effective communication skills in both verbal and written levels, and proven ability to maintain confidentiality
- Be able to take on challenges with innovative solutions
- All church staff will abide by the policies, manuals and statements of Foothills Alliance Church, Canadian Western District and the Christian and Missionary Alliance in Canada.