

Job Opportunity: Apply with resumé to Sandra Harding, Personnel Chair at: sharding46@hotmail.com

Fonthill United Church is looking for a Part-time Bookkeeper/Manager (20 hours per week). We are seeking an energetic, personable, and very trustworthy candidate to manage every aspect of our bookkeeping and office administration. The ideal candidate will have 3-5 years' experience.

DUTIES

Bookkeeping

- Process all accounting transactions up to and including financial statements
- Manage all banking
- Manage payroll and remittances
- Maintain and update accounting records and files
- Administer the Pre-Authorized Remittance program
- Issue all tax receipts
- Process annual pledges and reports
- Apply for government and/or United Church grants/subsidies/rebates
- Assist with preparation of annual operating budget
- Complete annual United Church Statistical forms

Manager

- Manage correspondence
- Oversee Social Media
- Prepare and maintain various documents, reports and minutes of meetings
- Maintain various registers, membership lists, and donations received
- Establish work priorities and ensure deadlines are met

Experience & Skills

- Proven experience in accounting and general office duties
- Strong knowledge of accounting principles and practices
- Familiarity with all activities related to payroll processing
- Proficiency in using Word, Excel, and knowledge of ADP payroll would be an asset
- Excellent attention to detail and organizational skills
- Strong analytical and problem-solving abilities
- Ability to work independently and meet deadlines

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this role. Duties, responsibilities, and activities may change at any time with or without notice.

Pay:

- \$ 19-\$21 per hour

Benefits:

- United Church of Canada Group Insurance Plan (includes dental care, extended health care, etc)
- Pension
- EFAP

Schedule:

- Monday to Friday

Experience:

- Accounting: 3 years (required)
- Office Management 3 years (required)

Work Location: In person