

EVANGELICAL LUTHERAN CHURCH IN CANADA

Our mission is to share the Gospel of Jesus Christ with people in Canada and around the world through the proclamation of the Word, the celebration of the Sacraments, and through service in Christ's name.

JOB DESCRIPTION

Job Title:	Accountant, Part-Time	Location:	Winnipeg, Manitoba
Reports to:	Director, Finance & Administration	Effective Date:	January 2, 2024

JOB SUMMARY

Under the direct supervision and general direction of the Director, Finance & Administration, performs general accounting functions for the national office of the Evangelical Lutheran Church in Canada.

MAJOR RESPONSIBILITIES

- 1) General accounting support as follows:
 - a) Accounts Payable - on a semi-monthly basis, handles all aspects of accounts payable, including voucher verification, data input and posting, cheque issuance and invoice file maintenance (scan copy).
 - b) Accounts Receivable - on a semi-monthly basis, prepares accounts receivable invoices and maintains invoice file records (scan copy). On a monthly basis, generates an aged trial balance and follows-up on outstanding invoices.
 - c) Maintains petty cash fund and reconciles vouchers at least quarterly.
 - d) Responds to inquiries received from the ELCIC community on the general finance email: finance@elcic.ca.
 - e) Reviews and posts Deposit batches in SAGE.
 2. Financial statement preparation as follows:
 - a) Maintain general ledger including preparation and posting of journal entries and reconciliation of accounts. Records monthly journal entries for office equipment usage and prepaid expenses, investment interest, inter-company transactions, Continuing Education Plan, and other entries as required.
 - b) Prepare monthly bank reconciliations.
 - c) Prepare monthly financial statements including the month end file for the Operating, LIFE and CECF funds.
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- d) Assist with preparation of year end file for the annual audit.
3. Other Reports:
- a) Prepares and remits GST and PST reports.
 - b) Preparation of year-end tax slips as required (T5 and T4A).
 - c) Assist with the preparation of the Annual T3010 Charity Return if required.
 - d) Assist with the preparation of the annual budget as required and enter budget into accounting program.
4. Other duties as assigned by the Director, Finance & Administration
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JOB REQUIREMENTS

EDUCATION

1. Accounting education and training

EXPERIENCE & SKILLS

1. Minimum five years accounting experience
2. Good knowledge of accounting practices
3. Attention to detail
4. Ability to meet deadlines
5. Strong ACCPAC, MS Excel and MS Access computer software skills
6. Excellent written and verbal communication skills.
7. Charitable non-profit organization work experience is a definite advantage.
8. Ability to plan, organize and prioritize workload and work under minimal supervision.
9. Must adhere to ethical business practices and maintain confidentiality of information.
11. Ability to function in a team oriented environment

OTHER

1. Uphold the mission statement of the Evangelical Lutheran Church in Canada and the values of the national office staff.