



Job Title	Accounting Clerk – Administrative Assistant
Department	Administration
Location	Prince of Wales Campus
Band/Salary Range	TBD
HR Contact	Sue Reissner
Will Train Applicant(s)	Yes
Supervisor	Senior Manager of Accounts and Finance
Travel Required	No
Position Type	Full-time
Date Posted	
Posting Expires	
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

This is a full-time position, on site, supporting The Met's financial operations.

The Accounting Clerk serves the church by working alongside the Senior Manager of Accounts and Finance and the Accounts Payable Coordinator to provide and maintain complete and accurate accounting of all financial transactions for the Metropolitan Bible Church.

Job duties:

- Accounts Payable – process vendor payments; backup for coding, verifying, and posting vendor invoices
- Accounts Receivable – generate invoices, record receipts, and track payments
- Deposits – count and preparation of non-donation deposits
- Reconciliations – bank statements, credit cards, and miscellaneous accounts
- Data Entry – use QuickBooks and Power Church to record financial transactions and annual budget
- Financial Reporting – assist in maintaining monthly internal reporting packages

Reporting Relationship

Reports to the Finance Manager.

Experience and education



Qualifications

- A bachelor's degree or diploma (min 2 year program) in Accounting, Finance or Business Administration plus a minimum of two years' experience in full-cycle accounting.
- Proficient in Microsoft Word, Excel, database software and payroll software; experience with QuickBooks Online is preferred.
- Is detail-oriented and able to work independently with strong organizational, interpersonal, written and oral English communication skills.
- Expresses a friendly, humble, gracious attitude; Seeks to go "above and beyond" for the sake of others.
- Proven success in maintaining extreme confidentiality
- Completion of satisfactory background checks including police check clearance.

Other

- Must be a member of the Metropolitan Bible Church or able to complete the membership process within six months of joining.

Please email employment@metbiblechurch.ca with your CV and cover letter to apply. Should you require accommodation during the recruitment process, for example, because of a disability, please let us know. This position will remain open until a suitable candidate is found.

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)