



<b>Job Title</b>	Accounting Clerk – Administrative Assistant
<b>Department</b>	Administration
<b>Location</b>	Prince of Wales Campus
<b>Band/Salary Range</b>	TBD
<b>HR Contact</b>	Sue Reissner
<b>Will Train Applicant(s)</b>	Yes
<b>Supervisor</b>	Finance Manager
<b>Travel Required</b>	No
<b>Position Type</b>	Part-time
<b>Date Posted</b>	
<b>Posting Expires</b>	
<b>Send cover letter &amp; resume to</b>	<a href="mailto:employment@metbiblechurch.ca">employment@metbiblechurch.ca</a>

### Position Summary

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

#### Accounting Clerk

Serves the church by working alongside the Finance Manager and Accounts Payable Coordinator to provide and maintain complete and accurate accounting of all financial transactions for the Church.

### 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 Metropolitan Bible Church or able to complete the membership process within six months of joining.

Please email [employment@metbiblechurch.ca](mailto: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)