**St. John’s Bookkeeper Job Description 2025**

**Nature of Position:**

The Bookkeeper is responsible for recording and maintaining the daily financial transactions of St. John’s such as purchases, expenses, income, invoices and payments. The person will record financial data into general ledgers (Quick Books) which are used to produce the balance sheet and income statement.

**Weekly Tasks:**

* Review invoices, monthly Visa statement, etc.; prepare cheque requisitions for parishioners from submitted receipts; enter and print cheques in a timely manner, using Quickbooks (QB)
* Enter into QB all direct payments
* Enter into QB Visa Account all Visa purchases and payments
* Request approvals and signatures of all prepared cheques and direct payments
* Review and enter all deposits into QB (including deposit information provided by the counters); copy receiptable deposit information for Envelope Secretary’s input in “Donations” program. Deposits are made through PAG (Diocese), Envelope offerings, Interac, Debit, Credit, Canada Helps, and other 3rd party registered charities. File and maintain copies of all deposits.
* Reconcile deposit information provided by counters against bank deposit slips
* Communicate with vendors regarding invoices, overpayments, etc.
* Use debit/credit machine as required
* Reconcile settlement report from Debit/Credit machine with deposit information, both posted and filed

**Monthly Tasks (in addition to the above weekly tasks)**

* Reconcile bank accounts (Current Account, Trust Account and CIBC Visa Account) with oversight from Treasurer as required.
* Review each balance sheet account for accuracy and completeness
* Enter payroll information as provided by the Diocese and report any known discrepancies to the Diocese

**Report:**

* This position would work very closely with the Treasurer and liaise with the Rector also.

**Requirements:**

* Be able to work in a team environment of staff and many volunteers.
* Ability to work with Quick Books
* It is estimated that this position would be about **5-7 hours per week.**
* Initially the person would need to work in the church office, but with potential to work from home occasionally.
* Provide a Police Record Check.
* Confidentiality is key in terms of protecting parishioner information and corporate data.

**Remuneration: $25.00 per hour.**

For more information or to apply:

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